

THE RULES AND REGULATIONS

Enclosed are the ~~three~~ manuals which Newark has used since 1948. Both were issued to every ~~member~~ member of the department. The current practice is not to issue them to civilians and I can find no evidence that they were ever issued to civilians. The present practice which dates back a long time is that when an officer joins the department he receives his personal copy which he must return when he leaves the department. If he fails to return it, he must pay the cost of replacement.

The 1948 manual is held together with a screw type fastener and covered with a sturdy cover so that it can be carried in the hip pocket. The fastener permits new pages to be added. I have not checked into whether new pages were ever added; ~~but I believe~~ that they were.

The 1966 manual comes in a large three ring binder and is updated from time to time as the general orders are printed up and incorporated into the manual. I have copied precisely what the central office keeps as its current version of the manual. Note that the first entry is a general order. I have marked the table of contents with a paper clip. Another general order follows, then the body of the manual. I have placed a yellow sheet of paper between the body of the manual and the general orders which were added at the end of the manual. We have written the word, "New" at the top right corner of pages which were added to the manual. The procedure is to retype the entire page and succeeding pages to the end of the section. We have identified new material by the fact that it has not yellowed to the color of the original pages. I'm told that the practice throughout the department is to immediately throw away the old pages and that it is impossible to find copies of them.

The method of charting the changes between 1966 and 1978 is to photo the general orders. General orders are the standard way of issuing rules and in this department they are eventually incorporated into the manual. The general orders which were placed into the binder with the manual are not all general orders issued since 1971, and it apparently is oversight that all were not added.

The manuals were easily and quickly obtained. I will consider this task completed until I hear from you what you would like further information.

If one of the uses to which you will put the manuals is as an indicator of modernization and professionalization, here is a method for doing so. Take the editions of O.W. Wilson, Police Administration and see what that book recommends as the way a manual should be issued. The first edition of Wilson came out in 1950, with subsequent editions in 1963, 1972 and 1984. Wilson text has been a Bible of police administration. You could then note the lag between the year Wilson suggested particular forms and content to the rules and the time the department adopted them.

MANUAL
OF
RULES AND
REGULATIONS
OF THE
POLICE DIVISION
DEPARTMENT OF PUBLIC SAFETY



OF THE
CITY OF NEWARK, NEW JERSEY

ADOPTED FEBRUARY 1, 1941, BY
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INTRODUCTION

In accordance with the law the revision of the Rules and Regulations heretinafter set forth is compiled and published for the information, guidance and government of the members of the Police Division, Department of Public Safety of the City of Newark. All previous rules, regulations, or orders in conflict with these Rules and Regulations are hereby revoked. The right is reserved, in accordance with the empowering statute, to amend or revoke any of the Rules and Regulations or to make additional ones from time to time, as the circumstances, or the good of the service, may require.

Any violation of the provisions of the Rules and Regulations shall be made the subject of written disciplinary charges against the member responsible for such violation, unless otherwise ordered by the Director of Public Safety.

This manual is intended to define only the main responsibilities of a police officer. Members will understand that arbitrary rules cannot be established which will embrace all cases arising in the general discharge of their duties; something must necessarily be left to the intelligence and discretion of the individual, but where that discretion is used in a manner inconsistent with accepted police practices, the individual is answerable to higher authority.

Those Rules and Regulations which pertain to a specific rank, or branch of the service, shall be applicable to each and every member of the Department insofar as such may relate to any police duty or action. It is imperative that all required duties be performed promptly, and properly, and it is to this end that this manual has been adopted and published.

The preservation of the public peace and order, the protection of life and property, the prevention and detection of crime, the arrests of offenders, and the enforcement of the laws of the State and ordinances of the City, are the principal duties of police officers. For these purposes the police are endowed with legal authority, in the exercise of which, justice and equity should ever be the actuating motives.

In the discharge of their duties, members should be firm but courteous, and exercise common sense. They should endeavor to obtain co-operation by helping others and bringing them to understand

the work of the Police Department; for to achieve true success the Department must win and retain the confidence and respect of the public whom it serves. This can be accomplished only by constant and earnest endeavor on the part of all members to perform their duties in an efficient, honest, and business-like manner; and by exemplary conduct, cultivate in the public mind the realization that the Police Department is a most important requisite to public well-being.

Members on patrol duty should learn to know the people on their posts, whether residing or transacting business thereon; protect them and their property; aid them whenever consistent with their duties. Listen to those in distress and, when possible, give advice and assistance to those in need of it; no matter how humble the person who approaches them, he has the right to be heard and their attention and kindness may do great good, although costing them nothing.

Members should conduct themselves at all times as though under the immediate observation of a Superior Officer. They should endeavor to acquire perfect control of temper, be cool and collected on all occasions regardless of any personal abuse heaped upon them; avoid degrading themselves in any way, and perform their duties honestly, energetically and thoroughly. They should always bear in mind that only those who can control themselves can control others. They should associate only with good companions and beware of temptation. The eyes of the public are on them always, whether they are on or off duty, and it is upon their conduct that opinion is formed and expressed, as to the character and worth of the Department they represent.

Members should never place themselves under special obligation to any person in the discharge of their duties, but be free at all times to perform their duties without hesitation. They should remember that in the execution of their duties they not only act for themselves but also for the public, and that their appointment is in no sense for their own advantage. They must be mindful that the welfare of the people of Newark demands their earnest and continued effort to the fulfillment of the obligations imposed upon them. The entire law regulating their functions hinges upon this principle. They are required to be governed by no feeling, save zeal to do what the law commands, and should never allow passion to urge them to bra-

taility; nor fear, favoritism, or sympathy to sway them to illegal leniency, or neglect of duty. They must bear in mind that they symbolize the dignity and authority of the State and are representatives of the law to whose demands all must submit; and that such submission can be compelled when necessary. They should use no unnecessary force, nor hesitate to use necessary force when circumstances require.

Members should keep accurate record of the facts in connection with any arrest they make, or any case they handle, so that when appearing on the witness stand they can testify properly and clearly. They should never show personal feeling or prejudice in their testimony in any case, but be straightforward and just, and always remember that they are sworn officers of the law, and a servant of all the public; therefore, in the discharge of their duties they should not pervert the subject of politics, race, religion, or fraternalism to merit approval or disapproval in their actions.

A strong commander is known by the state of his command. A weak commander is likewise conspicuous. Thus, commanding officers should realize that their capacity is accurately reflected in the work of their subordinates. Defects in the proper performance of police duty may be traced to the inefficiency of Commanding Officers. So, if the Rules and Regulations herein set forth are improperly, or not thoroughly applied, the fault will rest with the Superior Officers. The value of these Rules and Regulations will be lost through the failure or laxity of these officers of all ranks to read and understand them, and the neglect of Superior Officers to enforce them in a practical manner.

In conclusion, let it be clearly understood that members of the Department will be judged, treated and respected not by the amount of influence that they may bring to bear, but by the maximum service they render in accordance with their oath of office.

MEYER C. ELLENSTEIN,
*Mayor and Supervisor,
Department of Public Safety.*

JOHN A. BRADY,
Assistant Supervisor.

RANK, PRECEDENCE AND SENIORITY

The relative rank of members of the Department shall be as herein designated:

1. Police Commissioner
2. Chief
3. Deputy Chief
4. Inspector
5. Captain
6. Lieutenant
7. Sergeant-Sergeant-Stenographer
8. Patrolman
9. Policewoman
10. Civilian Employees

Command shall be exercised by virtue of rank, and in cases of equal rank, by length of service in such rank; and where equal, by length of service in the next preceding rank.

During the temporary absence of a Commanding Officer, when no other provision is made by competent authority, the command automatically devolves upon the subordinate present next in rank, or seniority, if of equal rank.

Members of the Department who may be placed temporarily in the position of a member of higher rank by proper authority, shall exercise the authority and perform the duties of such higher position, and shall be held responsible in like manner as if regularly appointed to such higher office. They shall not alter or countermand any order issued by the member whose place they temporarily occupy, except when the expediency of police business demands.

Upon all occasions when a body of members of the Department is assembled, the ranking officer present shall take command, and will be held responsible for the official action and conduct of those present and for the good condition of everything entrusted to his charge. He shall be familiar with all that concerns his command and he shall exact from his subordinates efficient performance of duty.

When two or more Patrolmen are sent upon any special duty and no ranking officer accompanies them, the Patrolman senior in point of service will have command.

RULES OF DISCIPLINE

Any officer or member of the Police Department shall be subject to reprimand, loss of pay, suspen-

sion from duty, reduction in rank or dismissal, according to the nature and aggravation of his offense, for any of the following causes or violation of any rule, regulation or order governing the Police Department:

1. Absence from duty without leave.
2. Soliciting or accepting a bribe.
3. Aiding any person or persons to escape arrest.
4. Any act or omission contrary to good order and discipline.
5. Assaulting a citizen or fellow member of the Department.
6. Being under the influence of an alcoholic liquor, narcotic drug, or other stupefying or intoxicating agent.
7. Conduct contrary to good order and discipline.
8. Conduct reflecting unfavorably on the courage and resourcefulness of the membership of the Department.
9. Publicly disparaging the actions of a Superior Officer, or the Rules, Regulations, or orders of the Department.
10. Drinking any intoxicating liquor while on duty or in uniform.
11. Entering any building while on duty and in uniform, except on actual police duty.
12. Feigning illness, injury, or incapacity to perform required duty.
13. Immorality, indecency, or lewdness.
14. Mental or physical incapacity to perform required duty.
15. Habitual use of indecent, profane, harsh, or uncivil language.
16. Insubordination or disrespect to a Superior Officer.
17. Leaving post or assignment without just cause.
18. Leaving residence while on sick leave without permission of a Department Surgeon.
19. Making any false statement in application for appointment to the Department.
20. Not properly patrolling post.
21. Neglecting or refusing to pay just debts.
22. Neglect of duty.
23. Publicly commenting on the official action of a Superior Officer.
24. Revealing to any person, not a member of the Department, any proposed police action or movements, or the provisions of any official order, without permission from the Chief of Police.

26. Sleeping while on duty.
26. Uncleanliness in person or dress.
27. Falsifying an official report.
28. Violation of any criminal law.
29. Willful disobedience of orders.
30. Willful maltreatment of a prisoner or any other person.

Any violation or offense not properly chargeable under other Rules of Discipline will be charged under Rule 22.

GENERAL RULES AND REGULATIONS

1. The Police Service day shall consist of twenty-four hours, computed from 8:00 A. M. to 8:00 A. M. the day following.

2. It shall be the duty of each member of the Department to thoroughly familiarize himself with such provisions of the Rules and Regulations of the Department as deal specifically and generally with the duties of his rank, grade, or position. Failure on the part of any member of the Department to acquaint himself with the provisions of the Rules and Regulations as hereby directed will be deemed neglect of duty and may be made the subject of charges against such member.

3. Members of the Department shall, at all times, within the boundaries of the City, preserve the public peace, prevent crime, detect and arrest violators of the law, protect life and property and enforce the laws of the State of New Jersey, and the Ordinances of the City of Newark.

4. Members of the Department shall conform to and abide by the Rules and Regulations of the Department, observe the laws and ordinances of the City of Newark, and render their services to the City with zeal, courage, and fidelity.

5. Members of the Department shall be household residents of the City of Newark unless by order of the Director of Public Safety, through recommendation of the Department Surgeon, they may be permitted to reside elsewhere, and shall devote their entire time to the service of the Department. They shall engage in no other business or occupation, unless under suspension without pay and permission, to engage temporarily in another business mission to be obtained from the Chief of Police, or occupation of duty they shall respond in the performance of duty they shall respond promptly to every call and give their best efforts under any and all circumstances. In reporting for duty, they shall be on time. Members shall bear

in mind always that regardless of rank or assignment, they are policemen and are required to act accordingly.

6. Members of the Department will have regular hours assigned to them for active duty each day, and when not so employed, they shall be considered "off duty." They shall, however, be held always subject to duty, and although periodically relieved from the routine performance of duty, are always subject to orders from proper authorities and to call from civilians, and the fact that they may be technically "off duty" shall not be held as relieving them from the responsibility of taking proper police action in any matter coming to their attention at any time requiring such action. In carrying out the functions of the Department, members thereof shall direct and coordinate their efforts in such manner as will tend to establish and maintain the highest standard of efficiency.

7. Members of the Department shall promptly, thoroughly, and cheerfully obey any order emanating from any Superior Officer. Should any such order conflict with a previous order from any other Superior Officer, with any general, verbal or special order, or any provision of the Rules and Regulations, the member to whom such order is given shall respectfully call attention to such conflict of orders, and if the officer giving the last order does not change the same so as to obviate such conflict, his order shall stand and the responsibility shall be his, and the member obeying same will not be held in any way responsible for disobedience of any orders previously issued.

8. Members of the Department shall be held responsible for the proper performance of the duties assigned them, and for strict adherence on their part to the Rules and Regulations adopted from time to time for the government of the Department; and it will not be received as an excuse or justification for anything that they may do contrary to the Rules and Regulations, or for anything that they may omit to do, that they followed the advice or suggestion of any other person, whether that person be connected with the Department or not, except when an officer of higher rank may take upon himself the responsibility of issuing direct and positive orders.

9. Members shall at all times conduct themselves in a quiet, civil and orderly manner; refrain from the use of indecent, profane, uncivil or threatening language, regardless of provocation;

be gentlemanly and respectful to Superior Officers, members equal in rank and citizens. Use no unnecessary force or violence to prisoners or any other person; answer all proper questions, but avoid unnecessary conversation while on duty.

10. Members of the Department reporting for duty must be neat and clean in their person and clothing. If in uniform, same shall be in conformity with the Regulations, clean, well pressed, worn neatly and buttoned. Members in uniform will not be permitted to carry any package or bundle, except in actual performance of duty. When on the street in uniform and walking in groups of two or more, they shall march in step. When proceeding in a body to, or returning from, the performance of duty, the member in charge shall march such body in military order when practicable.

11. Members of the Department shall report to their Commanding Officer any change in residence, at least twelve hours before such change takes effect, giving street and number and floor or apartment occupied. They shall also report the telephone numbers in their residences, or in the event they have no telephone, the number of the nearest telephone through which they may be reached in cases of emergency; this information to be furnished on forms provided. Desk Lieutenants shall be required to enter every change of address in official roster and forward change of address form to the office of the Chief Clerk.

12. Members of the Department shall not communicate verbally or in writing, directly or indirectly, in any manner or form, any information which may tend to defeat the ends of justice, or enable persons charged with criminal or quasi-criminal acts to escape arrest or punishment, or which may permit them to dispose of or secrete any money or goods unlawfully obtained. Members shall treat as confidential the official business of the Department. They shall not impart it to anyone, except those for whom it is intended, or as directed by their Commanding Officer, or under due process of law; and they shall not make known to any person, whether or not a member of the Department, any special order which they may receive, unless required by the nature of the order. A Commanding Officer of a Precinct or Division may impart to representatives of the press, upon establishing their identity, current news, providing the ends of justice are not thereby defeated,

and permission is obtained from the Chief of Police.

13. No member of the Police Department shall directly or indirectly be concerned in making any compromise or arrangement between thieves or other criminals and persons who have suffered from their acts, with a view to permitting the offenders to escape arrest and punishment as provided by law; any member of the Police Department having knowledge of any such compromise or arrangement attempted or made by another member of the Police Department and failing to report same immediately to his Commanding Officer, shall be deemed guilty of violation of this rule.

14. Members of the Department shall not solicit, suggest, or recommend to any prisoner the employment or name of any person, attorney, counsel or bondaman with a view to his defense at any time. Members shall not become surety for any person arrested for crime, or release a prisoner from custody, except as provided by law.

15. Members of the Department shall not allow themselves to be photographed for publication without permission of the Chief of Police.

16. Members of the Department shall not interfere in civil cases except to prevent a breach of the peace, or to quell a disturbance actually commenced.

17. Members of the Department shall not be members of any fire, or military corps, or affiliated with any other organization or body, the constitution of which embraces provisions which may in any way exact prior consideration and prevent the proper and efficient functioning of the Department.

18. Members are positively prohibited from active participation in politics other than to exercise the right of suffrage; neither shall they discuss politics when it concerns directly or indirectly the discharge of police duty. Members on duty in or about a place used for political meetings, shall not express approval or disapproval of the views expounded by the speakers. They shall bear in mind that they are policemen, and public servants, without regard to party.

19. No member of the Department shall be permitted to apply for a warrant for any assault upon himself without first reporting the case in writing through his Commanding Officer to the Chief of Police, and obtaining from him permission to apply for such warrant. In no such case shall

the aggrieved member be permitted to serve such warrant.

20. Members of the Department shall not use in any form, either tobacco or chewing gum, or like substance, when appearing before the Board of Public Safety or a Superior Officer, in court, at roll calls or drills, before any official person or body, or in any place where they may be required to converse on official business. Members in uniform on duty on the street will be permitted to smoke during the period between midnight and 6:00 A. M. but must exercise discretion if there be unusual activity.

21. No game of chance for stakes or wagers shall be played in any Precinct Station or other Department building. Games of amusement may be played only in such parts of Department buildings as may be designated by the Commanding Officer having charge of such building.

22. Members of the Department, except telephone operators, when called to a Department telephone shall promptly respond by first giving the name of the Command to which he is assigned, his rank, or title, and surname, and the member calling shall then promptly identify himself in like manner.

23. The roster, or any portion thereof, of members of the Department shall not be given to any individual, firm or corporation by any member of the Department unless permission is first obtained from the Chief of Police.

24. Members of the Department are prohibited from revealing any information where any physician reports any person injured as a result of the criminal act of another, or about a person having injuries of a possible criminal nature. Such information must be kept strictly confidential. Members shall not divulge, except to competent authority, such physician's name, or to permit anyone not directly concerned with the case, although a member of the Department, to examine any reports, documents or books or records of any kind in which the names of physicians giving such information may appear. All members of the Department receiving information from members of the medical fraternity must omit from the report given to newspapermen the names of physicians.

25. Members of the Department shall promptly go to the scene of any unlawful disturbance occurring in their vicinity, and use their best efforts to restore peace and order by moderate means. If

possible; but should such efforts fail, force may be used, if necessary, and the principals arrested.

26. Members of the Department shall familiarize themselves with the statutes, laws, ordinances and regulations in force in the City of Newark and failure to take action respecting violations of such statutes, laws, ordinances and regulations coming to their attention or about which they have knowledge will be deemed neglect of duty.

27. Members of the Department shall not read a newspaper while in uniform upon a public street.

28. Members of the Department shall not deliver addresses at public gatherings concerning the work of the Department; nor shall they, under any circumstances, make statements for publication concerning the plans, policies or affairs of the administration of the Department, unless duty authorized to do so by the Chief of Police.

29. Members of the Department are prohibited from making or causing to be made any duplicate of signal box keys without the approval of the Chief of Police.

30. Members of the Department when requiring a chemical analysis of any substance for use as evidence will submit the matter to their Commanding Officer, who will forward such substance with a written request to the Department Chemist.

31. Members of the Department who may have come in direct contact with a person having a contagious disease, or who have been exposed to contagion, shall at once notify their Commanding Officer, who will promptly inform the Department Surgeon or one of his assistants, whose instructions will be complied with.

32. Members of the Department shall be punctual in reporting for duty at the time designated by their superiors.

33. Members of the Department shall promptly pay all just debts and legal liabilities incurred by them, and shall not borrow any money, securities or property from any other member of the Department, or otherwise become indebted to any other such member. No member of the Department shall become an accommodation endorser on any note or paper whereby such member may obligate himself for the payment of said note, or assume responsibility for debts of others.

34. Members of the Department shall not knowingly enter any house suspected or reported as being of ill repute, except in the performance of

duty, and if required to enter any such place, shall report the fact to their Commanding Officer as soon as practicable.

35. Members of the Department shall be responsible for the good care of Department property, whether fixed or movable, assigned to their use or keeping, and will promptly report to their Commanding Officer, the loss of, damage to, or unserviceable condition of such property.

36. Whenever a complaint is made by a person that another has violated the law, the member of the Department who attends to its correction must not under any circumstances reveal the name of the complainant, except under due process of law, or when it is absolutely necessary in the performance of his duty.

37. No member of the Department shall make false official reports, or knowingly enter or cause to be entered in any Department book or record, any inaccurate, false or improper item or registration of police information or matter.

38. Members of the Department shall be vigilant in observing the condition of the public thoroughfares, and shall promptly report any defects in or obstructions on any street, roadway or sidewalk, and shall, if necessary, take prompt action in barricading same during the day, and in barricading and placing lights thereon at night and shall immediately report such fact to the Commanding Officer of the Precinct in which such emergency arises.

39. Members of the Department who may have occasion to inquire as to their duties concerning any matters whatsoever, shall seek such information from their Superior Officers and not from any source outside the Department, unless they are so instructed.

40. Members of the Department shall, except as otherwise provided, make all applications or official reports in writing, whenever practicable, signing their full names thereto, with their rank, shield number and the command to which they are assigned. If sent upon any investigation they shall immediately report, either in person or by telephone, what action was taken in the matter, and shall also make a written report, when necessary.

41. Whenever any member of the Department resigns or is dismissed, or in any way vacates his office, he shall surrender to his Commanding Officer

or to the Chief of Police, all property in his possession belonging to the Department. No resignation will be accepted until such property is returned. In case of the death of a member his Commanding Officer will obtain his shield and all other Department property which he possessed and make proper disposition of same.

42. Bills for expenses necessarily incurred by members of the Department in connection with their official duties shall be promptly submitted to their respective Commanding Officers under whose immediate direction the expenses were incurred. These bills shall be accompanied by an affidavit by the members submitting such bills as to the truth of the expenditures set forth in such bills.

43. Members, upon appointment, and before being assigned to any duties in the Department, or upon promotion to other ranks in the Department, shall take and subscribe to an oath of office administered by the City Clerk in such form as may be required.

44. Sleeping, idling or loafing while on duty is a serious dereliction, and any member of the Department guilty of such misconduct will be subject to charges of neglect of duty.

45. Members of the Department may obtain stationery, office equipment and all other necessary supplies only upon requisition forwarded and approved by Commanding Officers to the Chief Clerk.

46. When any member of the Department is called to, or happens upon the scene of a crime, he shall at once investigate and note all particulars and obtain the names and addresses of witnesses and all other important details, and he shall as soon as practicable communicate the facts obtained to the Desk Lieutenant at the Precinct Station in which the crime occurred; except, if a member of the Detective Division, he shall communicate such facts directly to the officer in charge of said Division; and the investigating member will submit a written report as soon as practicable to his Commanding Officer. The member making such investigation shall deliver at the scene of the crime all evidence and information obtained in the case to any members of the Detective Division who may be assigned to such case who shall then assume full command of the case. Members of the Department shall prevent unauthorized persons from entering upon the scene of any crime, and will exercise every pre-

caution to avoid destroying or lessening the value of evidence on the premises and surrounding property, and particularly avoid destroying fingerprints or other evidence by unintelligent or careless handling of any weapon or other article.

47. Members, although assigned to a particular Command must be ready to act whenever their services may be required; the sphere of their duties being the entire city, and they shall at all times carry their shield, keys, revolver, police whistle, and summons book.

48. Except when permitted by proper authority, all members of the uniformed branch of the Department shall be in complete uniform when on duty; also, when appearing before the Director of Public Safety, Board of Public Safety, Police Commissioner, the Chief, Deputy Chiefs, or Inspectors of Police.

49. Members of the Department at the scene of a serious crime, fire, or casualty, or special detail when in civilian attire, shall place their shield on their outermost garment. This rule shall not apply to members of the Detective Division or Precinct Plainclothesmen when investigating a crime.

50. When an officer above the rank of Captain enters the room in which there are subordinate members of the Department they shall assume and maintain the position of attention until the superior leaves the room or until otherwise ordered.

51. Members, prior to absenting themselves on vacation, or extended leave of absence periods, shall leave with their Commanding Officer their forwarding address.

52. Members shall report to their Commanding Officer any delinquency, dereliction of duty, violation of the Rules and Regulations, conduct, disorder, and neglect, to the prejudice of good order, efficiency and discipline which they observe or of which they have knowledge.

53. The various Precincts, Divisions and Offices of the Department are maintained for the conduct of public business. No person shall be permitted to solicit business, or offer for sale therein, any merchandise of any description, except by permission of the Chief of Police.

54. Civilians desiring the services of a lawyer, doctor, automobile garage or any other civilian service whatsoever, shall be referred to the city and telephone directories, from which they may

engage the service required. And no member of the Department shall recommend to any person the names of any lawyer, doctor, automobile garage, or any other civilian service whatsoever.

55. Members of the Police Department are prohibited from using business cards of any description unless approval is first obtained from the Chief of Police.

56. All applications for public assemblages, such as parades, public meetings and similar affairs, to be held on public thoroughfares in the City, will be made to the office of the Chief of Police.

57. All applications for permits to conduct carnivals, fairs, or like affairs, shall be made to the office of the Chief of Police.

58. When papers are served on any member of the Department in a legal proceeding, relating to an official act, or in a proceeding to recover damages arising from an action taken in the discharge of police duty, the following procedure will be adhered to in case the assistance of the Corporation Counsel is desired: the original papers, together with a statement of the facts from which the cause for action arose, will be forwarded to the Chief of Police, through their Commanding Officers, for investigation, and he will report to the Police Commissioner as to whether or not the member was engaged in the proper discharge of police duty, with a request that the Corporation Counsel, or a member of the City's Law Department be assigned to defend the action.

59. All bills, cards, pamphlets or hand bills, etc., distributed or posted in public places, shall be confiscated if found to be of an obscene or offensive nature, advocating the forcible overthrow of the Government or tending to incite riot, or violence. An immediate arrest and complaint shall be made in Court, and the confiscated material submitted as evidence, properly marked for identification.

60. In case of serious vehicle accident on street or railroad right-of-way, the collapse of a building or other condition that would require assistance, the Precinct station wherein the emergency occurs shall be promptly notified in order that necessary assistance may be rendered.

61. No members of the Department shall leave the City on police business, except by permission of his Commanding Officer, or other competent authority.

62. No member of the Department shall make any contract on the part of or purchase any articles for the use of the Department, without the authority of the Administrative Clerk being previously had. Should emergency arise, and the Administrative Clerk is not immediately available, the Chief of Police may authorize a purchase to meet an immediate and urgent necessity.

63. The confidence of persons who seek the aid of the Department on information given voluntarily and exclusively by themselves, and request that their names and business or addresses be not made public, shall be respected. When publicity is not required in the public interest it shall not be made contrary to such request.

64. The Rules and Regulations of the Department are applicable to all employees of any grade or class. Such employees are required to render explicit obedience to them and shall be held responsible for any transgression.

65. To summon assistance, the regulation whistle shall be used. The alarm signal shall consist of three long blasts, continued until assistance arrives.

66. Members are prohibited from sounding their whistles in response to an alarm until they arrive where help is required, when they may sound further alarms until sufficient reinforcements arrive.

67. When a member is in pursuit of an escaped prisoner, or person who has committed a crime, he shall frequently sound short signal blasts upon his alarm whistle to attract attention of other officers and civilians.

68. Members of the Department upon the occurrence of any serious disturbance, shall consider it their first duty to restore peace, if possible by moderate efforts or persuasion, and to disperse the crowds. If these fail, the offenders must be dispersed by force and the principals therein arrested.

69. No member of the Department, except those specifically assigned to that duty shall adjust or repair any signal box, mechanical or electrical equipment and shall immediately report to their Commanding Officer any defect or damage observed.

SUPERIOR OFFICERS

70. Superior Officers are strictly enjoined to require from their subordinates a proper attitude

of respect and obedience at all times, and shall not indulge in unofficial-like familiarities with them. They shall set an example to all subordinates in sobriety, dignity, courtesy, discretion, skill and diligence, and the observance of proper discipline, and shall at all times appear neatly attired, clean in person and equipment.

71. Superior Officers are strictly prohibited from borrowing or accepting money or gifts of any description from any member of the Department subordinate in rank, neither shall a Superior Officer solicit or permit a subordinate member to engage in work of a personal nature for him, with or without compensation.

72. Whenever a Superior Officer, in the necessary performance of his duty, gives orders to a subordinate not attached to his Command, he must exercise care that such orders do not unnecessarily conflict with those of other Superior Officers of the command to which such member is assigned. Whenever orders so given are important, or require the subordinate receiving same to leave regular post or assignment, the Superior Officer giving such orders shall, as soon as practicable, inform such subordinate's Commanding Officer of the action taken.

73. It is the especial obligation of Superior Officers to command and know that their subordinates perform their full duty. Should there be failure or neglect in the execution of any responsibility by a subordinate, it is incumbent upon Superior Officers to recommend the disciplining of such subordinate.

74. Superior Officers must control their command. They shall not do the work of a subordinate. They shall see that those under their command discharge their full duty, each individual in his place.

75. Authority in the Department shall be exercised with firmness, kindness, and justice. Superior Officers shall sustain their subordinates when they can do so consistently, and avoid, as far as circumstances permit, censuring them in the presence of others.

CHIEF OF POLICE

The Chief of Police shall be the executive officer of the Department subject to the orders of the Police Commissioner. All orders of the Chief of Police shall be immediately read or conveyed to members of the Department affected thereby, and

he shall be obeyed and respected by the entire membership of the Department

THE CHIEF OF POLICE SHALL:

76. Enforce in the City of Newark the laws of the State, Ordinances of the City and the Rules, Regulations and orders of the Department. He shall have power to issue orders to the membership of the Department, or any individual or individuals thereof, not inconsistent with law or these Rules and Regulations and such orders shall be typewritten or printed, issued through the Deputy Chief or Deputy Chiefs, Inspector or Inspectors, under whose command may be such portions of the membership, individual or individuals affected, and a copy of same shall be kept on file in his office.

77. Have power to suspend from duty any member or members of the Department for wilful violation or disregard of law, ordinance, rule, regulation or order, and shall as soon as practicable report such such suspension to the Police Commissioner.

78. Report promptly to the Police Commissioner the name of any member of the Department who by reason of age, disease, injury or other cause does not or can not fully and efficiently perform the duties required of such member.

79. Have power to order any or all members of the Department to any place in the City where police services may be required and also to transfer members from one command or assignment to another command or assignment and as soon as practicable report such action to the Director of Public Safety for confirmation.

80. Have power to grant temporary leaves of absence to members of the Department when, in his judgment, the interest of the City or the Department will not suffer thereby.

81. Forward or cause to be forwarded to the Detective Division for investigation, through the Commanding Officer properly having cognizance thereof, all reports of crimes committed in the City which, in his judgment, may best be solved by members of the Department assigned to the Detective Division.

82. Refer to the Commanding Officer properly having cognizance thereof, for investigation and report (if investigation be necessary), all complaints filed with him against members of the Department, and upon receiving report of such Commanding Officer, shall forward it with com-

plaint to the Police Commissioner, together with such recommendations as he may deem proper in the case.

83. Receive all reports of the Deputy Chiefs and Inspectors and forward same to the Police Commissioner together with recommendations in writing based upon such reports and intended to assist in administering the affairs of the Department.

84. Report in writing to the Police Commissioner any special service on the part of a member or members of the Department which he may deem meritorious or worthy of special attention.

85. Notify the Police Commissioner before leaving the City.

86. Make monthly reports in writing to the Police Commissioner, showing the business transactions of the Department and containing such recommendations and suggestions as he deems advisable and proper for government and discipline and shall also make annual recapitulation of the business transactions of the Department at the end of each calendar year for publication in the report of the Department.

87. Upon the death of a member of the Department order a detail of members to attend the funeral and immediately upon receiving report of such death, cause the Flag on the station to which the deceased member was assigned to be lowered to half staff and no news daily until sunset of the day of the funeral of such deceased member. The Chief of Police shall also have power to order the Band of the Department to furnish music at such funeral, provided the interest of the Department will permit, and the members of the family of the deceased so desire.

DEPUTY CHIEFS OF POLICE

The Deputy Chiefs shall each have supervision of such Division of the Department as may be assigned to each by the Director of Public Safety through the Chief of Police. In the absence of the Chief of Police, a Deputy Chief, designated by the Chief of Police, shall temporarily perform all the duties and have all the powers and responsibilities of the Chief of Police.

They shall be held strictly responsible for the proper performance of duty by members of the Department under their supervision and command and the enforcement of the Rules, Regulations and orders. They shall be answerable for the

rigid maintenance of efficiency and discipline in their Divisions and shall exercise such administrative authority over departmental activities as the Chief of Police may assign from time to time

EACH DEPUTY CHIEF SHALL:

83. Receive at his office, and properly file and maintain, or cause to be filed and maintained, all reports pertaining to his division, which are in accordance with Rules, Regulations or orders, submitted to him

89. Keep on file in his office, and maintain proper record of required police information, police service or business performed or transacted by the various units of the Department as are, in accordance with the Rules, Regulations or orders of the Department, submitted to him

90. Cause the investigation of all complaints made by citizens or members of the Department of any dereliction of duty on the part of any member who, by the provisions of the Rules, Regulations or orders of the Department, may be assigned to his supervision, and promptly upon completion of such investigation submit written report to the Chief of Police detailing the results thereof

91. Report each day to the Chief of Police, except when properly excused, and call his attention, in writing, to all matters of importance affecting the Department of which he has knowledge that occurred during the previous twenty-four (24) hours, also inform in writing the Chief of Police of any commendable service or act of bravery performed by a member under his supervision, and from time to time recommend such members of the Department as have shown unusual qualification for special duty

INSPECTORS OF POLICE

The Inspectors of Police shall each have supervision of such Division of the Department as may be assigned to each by the Director of Public Safety through the Chief of Police. They shall be under the direct supervision of the Chief of Police. In the absence of the Chief of Police and Deputy Chiefs, an Inspector designated by the Chief of Police shall temporarily perform all the duties and have all the powers and responsibilities of the Chief of Police.

They shall be held strictly responsible for the proper performance of duty by members of the

Department under their supervision and command and the enforcement of the Rules, Regulations and orders. They shall be accountable for the rigid maintenance of efficiency and discipline in their Divisions and shall exercise such administrative authority over departmental activities as the Chief of Police may assign from time to time

EACH INSPECTOR OF POLICE SHALL

92. Keep on file in his office, and maintain or cause to be maintained, proper record of required police information, police service or business performed or transacted by the various divisions, as are submitted to him, in accordance with the Rules, Regulations or orders of the Department

93. Cause the investigation of all complaints made by citizens or members of the Department of any dereliction of duty on the part of any member who, by the provisions of the Rules, Regulations or orders of the Department, may be assigned to his command or supervision, and promptly upon completion of such investigation submit a written report to the Chief of Police detailing the results thereof

94. Report each day to the Chief of Police, except when properly excused, and call his attention, in writing, to all matters of importance affecting the Department of which he has knowledge that occurred during the previous twenty-four (24) hours, also inform in writing, the Chief of Police of any commendable service or act of bravery performed by a member under his supervision, and from time to time recommend such members of the Department as have shown unusual qualification for special duty

95. Hold formal inspections on days designated by the Chief of Police of all members of the Department and their uniforms, and all Precinct Stations, buildings and police equipment under his supervision

96. At all times enforce the Rules and Regulations of the Department and the performance of police duties by the members thereof, and to this end frequently visit all units under their supervision at unanticipated periods of the day and night.

PRECINCT CAPTAINS

Each Precinct will be in charge of a Captain who shall be authorized to post the members under

his command in such parts of his Precinct, in conformity with the Rules and Regulations, as he may deem expedient.

Captains commanding Precincts are specially charged with the enforcement of all laws and ordinances within their respective Precincts, and the report as of places suspected of being operated in violation of laws and ordinances to his Commanding Officer. They shall also be directly responsible for the discipline and efficiency of the personnel of their command, and to this end may establish such minor rules as they may deem proper and which are not inconsistent with the Rules, Regulations or orders of the Department.

EACH PRECINCT CAPTAIN SHALL:

97. Frequently test the knowledge of Sergeants and Patrolmen assigned to his command as to conditions on their posts or districts, persons residing or doing business thereon and the nature of business being transacted.

98. When having knowledge, or information, or reasonable cause to believe that any building, premises or part thereof, within his Precinct, is a disorderly place or is being used to harbor or maintain disorderly persons or is used for unlawful acts or business, to take proper action to promptly notify his Commanding Officer.

99. Upon assuming command of a Precinct, enter on the Day Roster in his own handwriting, the date and hour of taking over such command, and promptly make careful inspection of the entire Precinct Station and garages or other buildings attached thereto, noting all conditions that require attention and submitting a detailed report to his Commanding Officer, listing a complete inventory of Department property under his supervision, including all goods, monies or chattels of whatever description.

100. Be held answerable for the humane treatment of prisoners detained or confined in his Precinct Station under no circumstances permitting unnecessary violence to be used in the management of prisoners. When any prisoner is found to be in need of medical attention, cause such prisoner to be removed to a hospital if necessary, or promptly secure the services of a Department Surgeon for the case of such prisoner, or if a Department Surgeon is not avail-

able obtain the services of the nearest reputable physician. In all cases where circumstances indicate that a prisoner removed from a Precinct Station should be accompanied by an officer or officers to prevent the escape or suicide of such prisoner cause to be detailed an adequate guard for that purpose.

101. Make thorough investigation into the cause of injury or death of any prisoner brought into or confined at his Precinct Station, and submit detailed report of the same to his Commanding Officer.

102. Cause requisite information in the case of each person detained at his Precinct Station to be entered in the Arrest Book and on Arrest Cards, also cause complete record of all complaints and Casualties to be entered in books and on forms provided therefor, and be responsible for the prompt forwarding of all such forms to the Bureau of Criminal Identification and Records.

103. Where a Matron or Matrons are assigned to his Precinct Station, equitably apportion routine cleaning work among such Matron or Matrons and Doormen.

104. In all such cases fix responsibilities for the proper performance of assigned duties.

105. Promptly forward to the Property Custodian suitably marked for identification by the finding or arresting officer all lost or stolen property coming into his possession, and obtain the receipt of the Property Custodian therefor.

106. Cause accurate record to be kept of the activities of each member of his command while on duty, together with telephone and duty calls of each member, examining the signal sheet daily to ascertain if any member has been derelict in his duty and systematically filing such records, unless otherwise disposed of; also keep accurate record of overtime duty performed by members of his command.

107. At least once each week examine the tape and signal sheet and see that same is correct.

108. Read or cause to be read to the members of his command all official orders, the decisions of the Director of Public Safety and the Board of Public Safety in trials of charges against members of his command, and such portions of the Rules and Regulations as he may, from time to time, deem necessary.

109. Sign all orders published or affecting a member or members of his command and note thereon time and date of publication.

110. Cause Desk Lieutenant to sign all orders published to or affecting a member or members of his command and note thereon time and date of publication by such Desk Lieutenant.

111. Where such action may be deemed advisable cause members of his command to whom orders are read to sign an acknowledgment thereof, cause General Orders to be read at three successive roll calls and a copy thereof posted on the Precinct Station Bulletin Board.

112. Carefully read all orders, circulars, bulletins, and reports of subordinate members of his command and where required by Rules, Regulations or orders, forward same through official channels to proper destination.

113. Be sufficiently versed in United States Infantry Training Regulations to competently command the members of his Precinct in cases of riots or other disorders also at funerals and other functions where military propriety is observed.

114. At every public election detail one or more Patrolmen, to each polling place in his Precinct to enforce the law, preserve the peace, and protect the ballot boxes, machines, records, and other election equipment, also tour his Precinct frequently during such election to see that all Patrolmen are on duty, and to insure good order.

115. Be on duty in his Precinct Station at all times during the day, unless necessarily called away or excused and before leaving and immediately upon returning to his Precinct Station make or cause to be made a record thereof and where such absence may be prolonged, report the fact to the proper superior officer, or, in the absence of such superior officer to the officer in charge of the Desk at Police Headquarters.

116. Before leaving the city notify and obtain permission of his immediate superior officer whenever the duration of such absence shall be more than twenty-four hours.

117. Frequently inspect the condition, appearance and equipment of the members of his command, requiring them to be neat and clean in their dress, person and habits, and attired and equipped in accordance with the Rules and Regulations, condemning any uniform or equipment or parts thereof not in a serviceable condition or in accord-

ance with the Rules and Regulations, and report same, in writing, to his immediate Superior Officer.

118. Tour his Precinct at least twice each week—during the day in uniform and at night in civilian dress—and report in writing the condition of the same to his Commanding Officer.

119. Certify to the correctness of all bills for work done at his Precinct Station, keep accurate account of all supplies ordered and delivered at his Precinct Station which do not pass directly through the office of the Chief Clerk, such as fuel, forage, etc.

120. Report or cause to be reported to the Commanding Officer of the Detective Division all cases arising in his Precinct which require the services of detectives immediately upon receiving notice of same.

121. At least once a week inspect his Precinct Station and all Department property under his charge, including dormitory, cells, garage, stables, etc., and promptly report, in writing, to his Commanding Officer any repairs that require attention.

122. Be responsible for all mechanical or electrical equipment and report to the proper command for its repair. See that Lieutenants and Sergeants of his command are properly instructed in and are familiar with the use of a such apparatus, and that a Lieutenant or Acting Lieutenant is constantly in charge of same.

123. Duty forward to the office of the Inspector of Police in command of the Precincts the following reports:

(a) Names of members absent from duty and cause of absence, if known.

(b) Number of members present at each and every roll call.

(c) Changes of residence of members.

(d) Number of prisoners received by members of his command during the 24 hours ending at 8 00 A M.

(e) Such additional reports as are required by Departmental orders.

124. Keep himself fully and accurately informed as to meetings or gatherings likely to attract large numbers of persons at particular places in his Precinct, and take such steps as may be necessary to insure adequate police service at such assemblages.

125. Be responsible for any member of his command in the proper preparation or presentation of any case in court, and the attendance of witnesses and arresting officers thereat.

125. Each day at the opening of police court, cause such prisoners as are in his custody and awaiting trial to be brought to such court, together with all articles of evidence, properly marked for identification.

127. Cause to be kept a receipt book in which shall be entered a record of all money or property found on prisoners, and if turned back obtain a receipt therefor.

128. Have power to detail to special work, in uniform or civilian clothes, whenever the exigencies of the service require, an adequate number of members of his command, but make no permanent details without the authority of the Chief of Police. In all such cases proper forms are to be forwarded to his Commanding Officer.

129. When a member of his command is reported unable to perform duty because of illness or other disability, and it appears that such member is feigning sickness, or that his disability is the result of over-indulgence in intoxicating liquor or other improper practice, cause a Department Surgeon to be immediately notified so that a medical examination can be made at once.

130. See that all necessary reports are promptly transmitted to Police Headquarters and personally bring to the attention of his immediate superior officer the details of any event of importance or unusual character, also carefully examine all reports of whatever nature before the same are forwarded to Headquarters.

131. In case of riot or similar emergency in his Precinct requiring the services of the police, forthwith proceed to the place of disturbance with such number of men as he can muster, and restore peace and order, and where it appears that his force is insufficient to cope with the situation, promptly send notice to his immediate superior officer.

132. Be responsible for the prompt service of all official notices and process which may be sent him by proper authority.

133. Cause to be investigated all complaints relative to the conduct of members of his command, and promptly forward to the Superior Officer having proper cognizance thereof a written report of the result of such investigations, also report in writing, services deemed meritorious or worthy of special mention performed by any member of his command.

134. Be held strictly responsible for the proper enforcement of orders, Rules and Regulations of

the Department, and to this end frequently instruct the members of his command as to their duties and conduct generally.

135. In the event of the death of any member of his command, acquaint himself with the family conditions of the deceased, make arrangements for proper funeral escort and bearers if members of the family so desire, also learn if the deceased's family desires the services of the Department Band, the date and hour of burial, the church if any, where services are to be held, the place of interment and render to the bereaved every possible service and attention.

136. Immediately take charge of Department property in the possession of any member of his command who for any reason severs his connection with the Department, and promptly forward such property to the Superior Officer in charge.

137. Keep a record of all licenses in his Precinct issued by the City, and which the Department must supervise, and see to it that all persons requiring licenses procure them. Cause careful investigation to be made of all applications and applicants for such licenses and report full particulars respecting place, nature of business, and person or persons interested in each application, together with names and addresses of objectors and the reasons for their objections, recommend to the proper superior officer supervising licenses revocation of licenses.

138. Frequently and carefully examine books and records required to be kept in his Precinct Station and see that all entries are accurately and neatly made and that such books and records are kept in conformity with the Rules and Regulations and customs of the Department.

139. In all cases of injury to any person or damage to any property whereby the City may be liable, cause an immediate investigation to be made and forward report of same to his Superior Officer in order that the Corporation Counsel may be properly notified.

140. When any article of Department Property of which he has charge becomes unserviceable, promptly report the matter to his immediate superior with the request that such property be inspected, and where such property is condemned make requisition on the proper superior officer in charge for replacement.

LIEUTENANTS

There shall be a Lieutenant on duty in charge of the Desk in each Precinct at all times of the day and night, and such Lieutenant shall remain behind the Desk unless required to leave for a necessary purpose. When required to leave his post for any reason he shall place a competent member of the Department in charge during his absence and make record of such event in the Desk Blotter regard less of how temporary such change or substitution may be. Lieutenants, during their respective tours of duty, shall take charge of the Precinct in the absence of the Captain and in such case shall assume the duties and responsibilities of the Captain.

EACH LIEUTENANT SHALL:

141. Perform such clerical duties as may be required of him by his Captain, making prompt, accurate, and necessary entries of official business in the Department Records according to the manner prescribed.

142. Receive complaints of persons, and reports of members of the Department, and submit same to his Commanding Officer or notify and make such other disposition of the aforesaid as is required by the Rules and Regulations, remain on duty until properly relieved, and inform his relief of all matters to be attended to during the tour of duty of such relieving member.

143. Be responsible for the proper handling and recording of all alarms and reports, either by telephone, teletype, signal box, radio and other system apparatus used in the transmission of alarms and police intelligence as may be in operation in his Precinct.

144. Be particularly careful to carry out the orders of his Captain. Such orders shall not, except when necessary in cases of emergency, be countermanded or set aside, but when such action is taken he shall report to the Captain in writing the reasons in such notice.

145. Thoroughly familiarize himself with the laws of the Federal Government, Laws of the State, Ordinances of the City, and as much of the law of arrest as may relate to the initiation and discharge of his duties and the proper direction of the members under his command.

146. Thoroughly familiarize himself with the Rules and Regulations governing the Department, and all matters pertaining to Department business, and properly and intelligently transact the business intrusted to him, competently advising and instructing his subordinates in their duties. He shall at all times in his official dealings and relations with citizens and with members of the Department be an example of intelligence, efficiency, promptness, accuracy and courtesy.

147. Personally execute, or cause to be executed, arrest cards and make entries in Arrest Book of all persons arrested. Be responsible for the legibility, neatness and accuracy and sufficiency of such arrest cards and entries.

148. Thoroughly acquaint himself with the capabilities of members of his command, report to his Captain any violation of the Rules and Regulations of the Department or any improper conduct by any member of the Department which may come to his notice, and shall call the attention of his Captain to all matters of importance such as urgent messages, unusual occurrences, or conditions requiring his attention.

149. Properly enter in the authorized books and forms, a record of all police business affecting his command, or the Department, occurring or reported during his tour of duty. He shall take proper action thereon and shall be responsible for the preparation of all reports in connection therewith.

150. Call the roll of members before sending them on duty and cause the members to be carefully inspected by a Sergeant, or in the absence of a Sergeant, by a competent Patrolman, require such Sergeant or Patrolman to be particular in noting in his inspection that each member is cleanly shaved correctly and neatly attired, that the equipment of each such member is clean and in good order and proper place, and that each such member is in fit condition and properly equipped for duty in accordance with the Rules, Regulations and orders of the Department. Such all orders read to the members of his command, noting thereon time and date of such reading. General orders shall be read at three successive roll calls, and such orders, or a copy thereof, posted on the Bulletin Board.

151. At the termination of each tour of duty, check off on the Signal Sheet, the name of each member reporting off duty, closely observe the

condition of each such member, and report in writing to his Captain any such member not in fit condition, as well as those more than fifteen minutes late in reporting.

152. Whenever members are more than fifteen minutes late reporting for duty, or more than fifteen minutes late reporting off duty, cause immediate investigation to be made by a Superior Officer to ascertain the whereabout and condition of such members and submit a written report thereon to his Captain.

153. Notify the Captain, in writing, when any Patrolman of his command is five or more minutes late in transmitting a duty call and order such Patrolman to submit a written report as to his reasons for being late. When two or more Patrolmen, having adjoining posts, are five or more minutes late in transmitting their duty calls order such Patrolmen to submit, in writing, reports as to the cause of their tardiness.

154. Upon discovering that a member of the Department assigned to his Precinct or any member of the Department assigned to duty in his Precinct, has failed to transmit his duty call for a period of thirty minutes, immediately dispatch a Sergeant to conduct an investigation as to why the member failed to make such call. In the event a Sergeant, or other Superior Officer, is not available in the Precinct at the time, the Lieutenant shall communicate with any Division where a Sergeant or other Superior Officer is available to obtain a Superior Officer to conduct an immediate investigation of such dereliction.

155. Immediately notify parents or guardians of children and juveniles arrested for any offense. This rule applies particularly to such children or juveniles as are committed to the Parental School.

156. Transmit all orders or instructions from competent authority affecting any member of the Department attached to or residing within the boundaries of the command to which such member is assigned.

157. In all important matters that take place in his Precinct promptly notify by telephone the member or bureau at Police Headquarters to whom or which such matters are properly referable. In cases such as a fire or invasion from his Precinct, transmit such alarms, or make such additional notifications, as may be required to

insure prompt and efficient handling of such cases, also make required records of same in the proper books.

158. Without unnecessary delay, refer to the Detective Division an arrest for Police authorities outside the City so that the Detective Division may communicate through official channels with the authorities by whom the prisoner is wanted, so that they may assume charge of the case.

159. In all cases of important arrests made by members of his Precinct immediately notify the Day or Night Detective Bureau, as the case may be, and turn over the prisoner and all evidence in the case to the members of either Bureau assigned to the investigation.

160. In all cases where arrests are made for an indictable offense, send the prisoner, with an Arrest Blank properly executed, to the Bureau of Criminal Identification and Records for the purpose of fingerprinting and where required photographing the prisoner.

161. Be responsible for the proper treatment of prisoners in his custody, under no circumstances permitting unnecessary violence to be used in managing prisoners.

162. Not permit the confinement in a cell of an unconscious prisoner, or a prisoner seriously ill or injured, but cause such prisoner to be removed under proper guard to a hospital. In the case of a prisoner in need of medical attention where his condition is not serious cause him, under proper guard, to be removed to a hospital and returned to the Precinct Station after treatment.

163. Not permit anyone to remain in the Business Room of the Precinct Station except members of the Department necessarily there, or persons on business nor permit any persons to touch or handle Signal and Telephone System, Radio, Teletype or other apparatus used in the transmission of alarms or police intelligence, except a Superior Officer, the Superintendent of the Signal System and Telephone System or his assistants, or Supervisor of Radio Maintenance or their assistants, or Superior Officers receiving instructions in the operation of such system or apparatus by order of the Precinct Commander.

164. Cooperate with all other City Departments whenever possible and not inconsistent with police duties, promptly transmit to the Departments affected, all reports received concerning such Departments, through official channels.

165. At frequent intervals during the day, and at least every half hour during the night, require the Doorman on duty to make an inspection of the prison and witness rooms and report to him the conditions found.

166. In touring over Federal prisoners to the United States Marshal or his Deputies, to representatives of the State Police, or other police agencies, or prisoners to representatives of police departments or other municipalities, make note in Arrest Book and on Arrest Cards of the fact of such action and the name rank and department of such Officers, and have such Officers sign arrest card. He shall in every instance make certain that the officers to whom prisoners are delivered are bona fide and are authorized by their respective departments to take such prisoners into custody.

167. Whenever any member reports or is reported sick, or injured, immediately transmit the facts of the case by telephone to the Lieutenant in charge of the Desk at Police Headquarters, also, if there be any reason to suspect that such report is not made in good faith, immediately notify a Department Surgeon, giving all available information concerning the case so that prompt investigation may be made, and in addition execute Sick Leave form, and forward to the Department Surgeons' Office at Police Headquarters, make proper record, and notify his Captain in every case.

168. Upon the return to duty of any member who has been absent because of sickness, or injury, execute form provided and forward to the Department Surgeons' Office at Police Headquarters without delay, notify Desk Lieutenant on duty at Headquarters. Make proper record, and notify his Captain in every such case.

169. Be held strictly responsible for promptness and accuracy in carrying out the provisions of the above Rule, and in all cases of injury reported by members, no matter how slight the injury may seem to be, make detailed record of each such case in the Desk Notes.

170. In complaint or casualty cases, make, or cause to be made, proper records on forms provided, and promptly transmit details to the Bureau of Criminal Investigation and Records.

171. Accept the report of the operator of a vehicle, or other person who is to make known the occurrence of an accident outside his Precinct, obtaining such information as may be needed or

available for making proper record of such accident, and immediately transmit details by telephone to the Precinct in which such accident occurred, at which Precinct the Lieutenant on duty shall make proper record, as far as provided, and transmit details to the Bureau of Criminal Investigation and Records.

172. Inspect or cause to be inspected supplies delivered to his Precinct Station for quantity and quality, and shall make and file adequate record thereof.

173. When going off duty, certify in the Desk Blotter the fact of his being relieved, and the Lieutenant going on duty shall certify in said Blotter the name of the Lieutenant whom he relieves at the Desk.

174. Be responsible that no member be permitted to go on, or remain on duty, who is under the slightest influence of liquor, drug, or intoxicating or stupefying agent.

175. Not permit a blank space or line in any Department record over which he has jurisdiction.

176. Be held responsible for acceptance of the proper reports and he shall permit no subordinate who submits a report to leave the Desk until such report has been accepted on and recorded.

177. Show civility and attention to every person waiting Precinct Station or on way to business.

178. When a burglary or other serious crime is committed and it is established which indicate that it might have been prevented by the Patrolman on post, immediately assign a Sergeant to investigate and report to the Captain whether there was any neglect on the part of the Patrolman in ascertaining or preventing such crime.

179. Be responsible for observance of the proprieties of military courtesy and deportment during roll call and inspection of members before sending them on duty.

SERGEANTS

Sergeants shall have immediate supervision of Patrolmen on patrol duty and Patrolmen assigned to special duty in their respective Precincts.

Sergeants are strictly enjoined to require from subordinates a proper attitude of respect and obedience at all times, and shall on no occasion indulge in undue familiarities with them.

Sergeants shall set an example to all subordinates in sobriety, dignity, courtesy, discretion,

cleanliness and observance of proper discipline, and shall at all times appear neatly attired, clean in person and equipment.

When assigned to Desk Duty as Acting Lieut. tenant, be responsible in the same manner and subject to the same Rules as those prescribed for Desk Lieutenants.

EACH SERGEANT SHALL:

130. When on patrol, be chargeable with the enforcement of law, prevention of crime, and arrest of offenders; see and converse with Patrolmen under his supervision as often as possible during his tour of duty.

131. When on patrol, not have a regular route by which to travel a district, nor a regular time and place for meeting the Patrolmen under his supervision.

132. Submit written report to his Commanding Officer of general conditions in his district, especially concerning alleged or suspected disorderly or gambling houses.

133. Upon observing a violation of Rules, Regulations or orders on the part of a Patrolman not under his supervision make duplicate report of the facts in the case to his Commanding Officer.

134. Make himself thoroughly acquainted with the capabilities of the Patrolmen under his supervision and impartially report in writing to his Commanding Officer every case of misconduct, incompetency neglect of duty, or any violation of the Rules and Regulations on the part of such Patrolmen.

135. Constantly scrutinize and follow up the activities of Patrolmen under his charge, with a view to ascertaining whether police duties are promptly and efficiently performed and instructions properly carried out. Interview complainants and see that complaints made have received proper attention, and he shall make written report at the expiration of each tour of duty, outlining the work performed by him, his observations, and the result of his investigations on forms provided for that purpose.

136. Not leave his assignment while on duty except on official business connected with the Department, and in such event, shall advise his Commanding Officer of the time of departure and return, and the nature of business transacted.

137. At least once every two hours, at a specified time, communicate with his Precinct Station to ascertain whether there are matters requiring his attention. If a Patrolman is absent from his post or fails to send in his duty card, make diligent investigation into the cause, and promptly inform the Desk Lieutenant on duty at the Precinct Station of the results of such investigation and in addition, also submit at the termination of his tour of duty a written report to his Commanding Officer concerning the matter.

138. Whenever after thorough search and investigation, he cannot find a Patrolman on his post, extend the adjoining posts until that of the missing Patrolman is covered, and notify the Desk Lieutenant at the Precinct Station. If he cannot cover such post from the adjoining territory, remain thereon until such post is otherwise protected.

139. While on duty, unless otherwise ordered, alertly and faithfully patrol his district, visiting posts as often as practicable, ascertain whether each Patrolman is in his proper place, and aid in the performance of every duty. Remain on the street during his entire tour of duty unless otherwise directed going to the Precinct Station only for the purpose of receiving and carrying out such orders as may be given him by his Commanding Officer. Not patrol on vehicles, except when the expediency of police business requires, or when so ordered.

140. Be answerable for the non-performance of duties or other mismanagement on the part of Patrolmen assigned to posts in his district, and where repeated complaints are made by members of the Department or others, he shall be subject to charges and liable to punishment for neglect of duty if such complaints prove to be well founded and have not been reported by him to his Commanding Officer.

141. Inspect the memorandum books of Patrolmen under his authority soon after each week, and see that alarms and other pertinent information is recorded therein and he shall frequently test and examine the men under his supervision to ascertain their knowledge respecting the Rules and Regulations and all other matters pertaining to their duties. Whenever it appears that a Patrolman is ignorant of his duties, and after a reasonable period of instruction, he still shows no indication of improvement, or, if

for any reason, a Patrol Sergeant believes any Patrolman under his supervision is either mentally or physically unfit for patrol duty, he shall promptly inform his Commanding Officer, in writing, of his observations.

192. Carefully record in his memorandum book the date, time, and place of meeting each Patrolman under his supervision during the several hours of patrol duty, also the particulars of all matters pertaining to his duties necessary to make proper report to his Commanding Officer, or regarding which he may be called upon to make a statement.

193. During his tour of duty, visit, if practicable, all Patrolmen detailed at hospitals, public gatherings, or on other special duties or posts in his district.

194. When making his regular duty calls, do so through police signal boxes, except on occasions when such method would be impracticable or impossible.

195. When first arriving at the scene of a fire, riot or other important police emergency, report the facts to the Desk Lieutenant on duty at the Precinct Station and then take such action as the situation may require.

196. Be held responsible for the proper conduct and appearance of Patrolmen on their districts or under their supervision, and will be deemed guilty of neglect of duty or inefficiency when those under his command or supervision are habitually lax and inefficient in the performance of their duties.

197. At the beginning of each tour of duty, rotate in command of the contingent of Patrolmen assembled at the Precinct Station, preparatory to their assignment to posts or other duties, and during the marching of each contingent from the Precinct Station to the street he shall conduct the assembly alignment inspection, and incidental evolutions in a military manner, and shall conform as closely as conditions or circumstances permit to the following procedure:

In the Assembly Room, five minutes before time scheduled for roll call, he shall cause the contingent to form in double rank (all men at the right, by commanding, "FALL IN" The contingent properly formed he will command, "REST". At a signal, oral or otherwise, from the Desk Lieutenant, he shall command, "SQUADS, ATTENTION." "RIGHT (OR

LEFT) FACE, FORWARD (OR COLUMN RIGHT OR COLUMN LEFT MARCH" so spacing the calls and so to permit proper execution thereof. The contingent at drill be marched in column if not into the Assembly Room and when he centers it opposite the center of the Desk halted by the command, "SQUADS HALT." It shall then be caused to face to the Desk by the command "RIGHT OR LEFT FACE." Irregularities in alignment shall then be corrected by circumstances permitting without command. The contingent aligned it shall be caused to open ranks by the command, "OPEN RANKS MARCH" and prepared for inspection by the command "PREPARE FOR INSPECTION." The Sergeant shall then inspect each member of the contingent to ascertain that he is properly uniformed and equipped and fit for duty, promptly appraising the Desk Lieutenant of any deficiency noted.

Having concluded the inspection he will take a position in front of and facing the center of the contingent and command, "CLOSE RANKS MARCH." He will then execute "About Face" render prescribed salute to the Desk Lieutenant and await the roll call and assignment of members of the contingent to posts or other duties. At the conclusion of the roll call he will face the contingent and command "PARADE, REST," then march face the front and assume the position of Parade Post. At the conclusion of the rendering of orders, instructions and related police business he will face the contingent and command, "SQUADS, ATTENTION" again face the Desk and render prescribed salute Upon acknowledgment of salute by the Desk Lieutenant, he shall face the contingent and command, "RIGHT (OR LEFT) FACE." "FORWARD (OR COLUMN RIGHT OR COLUMN LEFT, MARCH," and move the contingent to the street where he will command, "TAKE YOUR POSTS."

198. Sergeants will carefully instruct Patrolmen in the use of signal boxes.

199. Sergeants on patrol shall frequently examine the summons books and tags of subordinate members to ascertain if they are being properly filled in, and issued in proper order.

SERGEANT-STENOGRAPHER

200. There shall be a Sergeant-Stenographer who shall be under the immediate supervision of the Chief of Police and who shall perform such duties as may appertain to his rank as may be assigned to him. He shall faithfully and diligently perform the duties of his rank, and shall be responsible in the same manner and subject to the same rules as Sergeants in the Police Division.

PATROLMAN

Appointment of a Patrolman to the Police Department shall be for a probationary period of three months, continuation in the service being dependent upon the conduct of the appointee and his fitness for the performance of the duties to which assigned as indicated by the quality of his work and by reports and recommendations of the Commanding Officer of the Police Academy and his Superior Officers. If during the said three months, the appointee proves unfit, he may, in the discretion of the Director of Public Safety, be dismissed from the service.

A Patrolman is assigned to a Precinct or other unit merely to perfect an organization and he is subject to the orders of any Superior Officer of the Department. Each Patrolman, in carrying out the functions of the Department, namely, the preservation of the public peace, the protection of life and property, the prevention of crime, the arrest of violators of the law and the proper enforcement of all the laws and ordinances of which the Department takes cognizance, shall constantly direct his best efforts to accomplish that end, intelligently and efficiently, and shall hold himself in readiness at all times to answer the calls and obey the orders of his Superior Officers. He shall be held to strict accountability for the good order of the Post to which he may be assigned to duty and shall have such regular hours of duty as may be prescribed. When not assigned to regular duty, he will promptly and thoroughly perform such special duty as may be ordered.

EACH PATROLMAN SHALL:

201. When assigned to a post, faithfully, diligently, and alertly patrol every part in the limits thereof until the expiration of his tour of duty.

He must not sit, lounge, loaf, or act the idler thereon. When required to interrupt his regular patrol to give attention to any complaint, call for assistance, arrest an offender or other police emergency, he shall attend to such duty with business like dispatch and, without unnecessary loss of time resume the traversing of his post in the regular manner.

202. In no case refuse to give his assistance for the protection of persons or property near his post, if called upon in any instance requiring immediate attention, but shall return to his own post as soon as possible.

203. Avoid concealing himself while on post, except for some police purpose, and not patrol on buses or other conveyances except when so assigned. He shall be constantly on the alert, observing what takes place within sight or hearing and keep vigilant watch for fires, gas escape, and offenses against persons, property and the public peace.

204. Carefully inspect every part of his post as often as possible, and by his vigilance and activity render it difficult for anyone to commit crime thereon. He must, to the utmost of his power, prevent the commission of assaults, breaches of the peace, and all other offenses about to be committed, and engage in no altercations or arguments.

205. Furnish such information or render such aid to all persons when requested as is consistent with his duties. At all times, when in uniform, wear his shield over the left breast on the outermost garment in sight, and give his name and number in a respectful manner to all persons who civilly request same.

206. When any disturbance occurs within his post limits, or in the immediate vicinity thereof, instantly proceed to the scene and use his best efforts to restore peace and order. If any person shall have committed a crime, or shall by loud outcries or otherwise persist in disturbing the peace take the person offending into custody and convey him to the Precinct Station.

207. Report for duty promptly, correctly and neatly attired, fully equipped and in fit condition for efficient service, immediately upon entering the Precinct Station, at the termination of his tour of duty, advance to the desk and salute the Desk Lieutenant and have name and post number checked on signal sheet.

208. Report to his Precinct Station the carcass of any animal seen in any lot, street, or public place, so that it can be removed.

209. When notified by a Superior Officer of any dereliction or neglect of duty, immediately explain the facts to such Superior Officer, and if ordered to submit a written report to his Commanding Officer, when reporting off duty, submit duplicate reports of such dereliction, or neglect of duty, and in the absence of the Commanding Officer, leave such report with the Desk Lieutenant, and it shall be the duty of such Patrolman to visit his Commanding Officer at his office in the Precinct Station the first opportunity thereafter to give whatever additional information or explanation may be required.

210. Promptly transmit through the Police Signal system all duty or telephone calls required of him unless specifically ordered to transmit such calls by public telephone. After sending in a duty call await the proper return signal, and remain at the signal box for at least two minutes to receive any emergency call or to respond to any call to which he may be directed by the Desk Lieutenant. If a return signal is not given, and in a telephone call is not answered, proceed immediately to the next nearest signal box or accessible telephone and communicate to the Desk Lieutenant the facts in the case.

211. Upon discovery that he is late on a duty call, proceed immediately to the nearest signal box and send in his call by telephone at once to the Desk Lieutenant explaining his reason for being late on the call. At the completion of his tour of duty submit written duplicate reports to his Commanding Officer if he was fifteen or more minutes late in sending in such duty call, except when Patrolmen on adjoining posts are five or more minutes late in sending in their calls. In such cases all involved must submit written duplicate reports to their Commanding Officer.

212. Learn the location of all fire alarm boxes and Police Signal boxes and accessible telephones on his post and require fire hydrants to be kept unobstructed at all times. Keep the public well in mind and cooperate in every way possible with other City Departments in matters relating to his attention which are not within the jurisdiction of the Police Department.

213. Pay particular attention to unoccupied or temporarily vacant dwellings and buildings, whether or not same have been reported at the Precinct Station, make report of such places, and protect them from thefts and damage.

214. Not continually follow the same route in patrolling a post but occasionally stand in an inconspicuous place, alert and watchful of surroundings. While on post never enter a building except in the immediate discharge of duty, never leave post by crossing the boundaries thereof, except in the immediate discharge of police duty, and in such cases notify the Precinct Station as soon thereafter as possible.

215. When a crime has been committed on his post and there is cause to suspect that he has been negligent in his duty, be required to prove to the satisfaction of his Commanding Officer that he was alert and attending strictly to duty.

216. While in duty note all street and sidewalk obstructions, all defects of streets and sidewalks from which accidents may occur, removing them when practicable, all places for which temporary permits are granted for building, or where openings or excavations are being made, and see that suitable accommodations are provided for the public travel; all coal houses, washholes and sewer basin covers left exposed or insecure; all buildings erected or in process of erection, with the permit properly displayed or any building defectively built or which may have become unsafe, or where noxious vapors or unwholesome trade is carried on; all nuisances and other matters affecting the safety and convenience of the public or the interest of the City, and make report thereof with out delay in writing to his Commanding Officer.

217. Be vigilant to prevent fire or waste of water, call the attention of those responsible to the state of their sidewalks, where by snow, ice or other causes they are rendered dangerous or when obstructed by fuel boxes or other articles, or with goods or wares extending more than the lawful distance from any store or building, take note of all such garbage or other offensive matter thrown into the streets. Where the Laws and Ordinances, orders and regulations for the governing of such cases are disregarded upon notice given, and are not forthwith obeyed ascertain the names and addresses of the parties offending and report the same for complaint and prosecution.

214 See that the sidewalks and street corners are not obstructed by persons loitering thereon. Whenever two or more persons obstruct any sidewalk in violation of the law to courteously request them to move on. If such persons unreasonably persist in remaining so as to interfere with other pedestrians, promptly arrest and take them to the Precinct Station.

215 Care for lost children by taking them to the residences of their parents, if located on or in the near vicinity of his post, and promptly notify the Precinct Station of such action. If the residences are not known or are at some distant location, notify the Desk Lieutenant and request instructions.

216 Where found, send persons found penniless and without homes to his Precinct Station. Particularly watch female 'Street Walkers' and all persons who improperly accost others of the opposite sex upon the streets. Report all cases of destitution cases of contagious disease in which it is not certain that the Health Department has been properly notified, or anything which seems irregular or offensive.

221 Arrest persons found begging in the streets. Also arrest all persons peddling wares without a license.

222 When any thoroughfare becomes blocked with traffic use his best efforts to aid the drivers of vehicles in disentangling the same. When the stream of traffic is continuous, open the way for pedestrians wishing to cross, and assist children and aged or infirm persons who would be otherwise exposed to danger.

223 Pay particular attention within the limits of his post to residences of families temporarily out of the City and leaving the premises in care of servants, and note the persons admitted to such houses, especially during the time and any suspicious actions about the same. Also a memorandum of the circumstances and the hours of the day or night when such persons are admitted or leave, so that such information may be available if required.

224 Note as far as possible, without intruding on the privacy of individuals, all removals from or into the limits of his Post, and acquire such knowledge of the inhabitants as to know and recognize as many as possible, and be able to furnish information respecting them. Make himself

thoroughly acquainted with all parts of his Post and with the streets, thoroughfares, courts, and houses thereon.

225 Acquaint himself with all public vehicles, and drivers thereof permitted to stand on or operating on his post. Note and investigate, especially during the night, all vehicles, the drivers or occupants of which in any manner may excite suspicion. Take such immediate action as he deems necessary and report the facts to his Commanding Officer. Pay particular attention to motor vehicles of all kinds, observing their license numbers and constantly watch for such as have been reported stolen, or which may have been used in the commission of crime or are not properly licensed or equipped.

226 Take particular notice of all places and persons on his post engaged in any business or activity which requires a license, and report to his Commanding Officer all unlicensed places, or persons, and all cases where the provisions of a license are not complied with. Be prepared to give information to his Superior Officers relative to the nature of all business being conducted on his post.

227 Make himself thoroughly familiar with the City including the routes of street cars and buses, the location of streets, public buildings and places, hospitals, courts. While on duty, carry with him an approved pocket guide of the City of Newark.

228 Familiarize himself with the location and purpose of street traffic signs and if he sees them misplaced or tampered with in any manner, immediately rectify the same. If such signs are missing from their proper location, immediately make report of such fact to his Commanding Officer.

229 Pay special attention to electric street lamp outages at night, and all broken street light globes, and accurately report same in writing at the termination of his tour of duty, giving the number of hours of such outage and the location of the outage, or broken globe, as well as the pole number if possible. Where a street light is not burning at night at a dangerous intersection or crossing where there is a probability of a serious accident occurring, or making it hazardous for pedestrians, immediately inform the Desk Lieutenant at the Precinct Station so that the proper authorities may be notified, and the condition speedily remedied.

230. Pay particular attention to all electric wires that have fallen to the ground or are dangling from poles or trees, bearing in mind that such wires may be live and contact with same may result in death or serious injury. Use extreme caution in the interest of same. Guard any such wire if there is danger of any person coming in contact with it. Signal for Patrolman on adjoining post, or request the first available civilian to inform the Desk Lieutenant at the Precinct Station of the circumstances so that the proper agencies may be notified and the required assistance promptly dispatched to the scene to aid the Patrolman in guarding any such wire.

231. Immediately upon arriving on post, in the evening, frequently during the night and just before leaving post, carefully examine all doors of business places and office buildings as well as vacant dwellings to see whether they are properly secured. Likewise follow windows, the exits or entrances of alleyways, transoms, gratings or other means by which an entrance might easily be effected. Investigate at once if anything unusual be discovered. Search premises and make a thorough search of such premises, communicate with Precinct Station and endeavor to identify the occupant or owner and stand guard until relieved, or, should the owner, occupant or other responsible person be not available, secure the premises with a police lock, properly tagged, informing the owner that the key for such lock is available. Return key to Precinct Station together with a written report detailing the circumstances in connection with the case.

232. While on patrol, exercise special care to see that the doors of the fire and police signal boxes are closed to protect mechanisms from weather conditions, particularly snow, sleet, and ice. Doors must be closed gently not slammed. Upon finding fire or police alarm signal boxes damaged, or not functioning, make immediate report to the Desk Lieutenant at the Precinct Station.

233. When submitting reports to the Desk Lieutenant, remain at the Desk until such reports have been passed upon and accepted.

234. On tours of duty or when warranted by conditions, or otherwise ordered, carry a nightstick in conformity with the Rules and Regulations.

235. When detailed to school duty cover school crossings during the day at least fifteen minutes

before and after the commencement and dismissal of each session. Familiarize himself with times of starting and duration of sessions.

236. On night duty when evening schools are in session cover school crossings on his post fifteen minutes before commencement and remain until classes are in session returning to such school crossing fifteen minutes before dismissal of said classes.

237. When on duty at parades, at fires, or on occasions where large crowds of spectators are present, face the spectators.

238. Although assigned to patrol duty, be equally responsible with members of the Traffic Division for the enforcement of the Motor Vehicle and Traffic Acts and City Ordinances relative to traffic on his post.

239. Refrain from walking or talking with adjoining Patrolmen west on the boundaries of his post, unless to communicate information pertaining to the police data, and in such cases make conversation as brief as possible.

240. When responding to a duty call, go to and return from the place of such call by the shortest and most convenient route.

241. When assigned to regular patrol duty, upon the approach of fire apparatus, ambulance, or police vehicle responding to an emergency call, go to the corner of the nearest street intersection to insure the safe and speedy passage of such fire apparatus, ambulance, or police vehicle.

242. When assigned to posts upon which fire houses are located close the doors of fire houses after apparatus has left to respond to an alarm also extinguish lights not needed and not permit civilians to remain in fire houses during absence of the fire company.

PATROLMEN (MOUNTED)

243. Unless otherwise specifically ordered by the Chief of Police, Patrolmen assigned to mounted duty shall be attached to the Traffic Division and shall regularly patrol such sections of the City as may be prescribed by their Commanding Officer.

244. A saddle horse will be ridden at a walk, unless a faster gait is necessary in the execution of police business, except that Commanding Officers of squadrons and troops, by appropriate in-

struction and supervision, will require members of their commands on regular tour of mounted duty to trot their horses for at least two periods during the tour where the conditions of road surface and traffic permit. The Command Officer of the Mounted Squad will regulate the duration and other details of such periods. The equipment of a saddle horse will be frequently readjusted.

246. At ten minutes before the hour through out each tour of mounted patrol, members of the Force on mounted duty unless actually engaged at the time in the performance of emergency duty, which requires them to be mounted, will dismount and remain dismounted for ten minutes.

246. A member of the Force on mounted duty will not be required to feed and groom a horse while it is in stable, unless emergency requires, but he may be permitted to do so with the consent of the Commanding Officer.

247. Change of assignment of horses is prohibited unless approved by the Commanding Officer, Mounted Squad.

248. The clipping or cutting of the mane or tail of a Department horse is prohibited, unless authorized by the Commanding Officer, Mounted Squad.

249. Sickness of, or injury to a horse, shall be immediately reported to the Commanding Officer of the squad or troop for such action as may be necessary. In case of emergency requiring the services of a veterinarian to administer to a Department horse and Department Veterinarian is not available, Commanding Officers may engage the services of a local veterinarian to treat such horse. Bills for such services will be rendered, in quadruplicate, to the Commanding Officer, Mounted Squad, without delay.

250. Each horse, unless on sick report, shall be given at least twenty minutes exercise daily.

PATROLMEN (MOTORCYCLE)

A Patrolman assigned to motorcycle duty shall be under the general supervision of the Traffic Division Commander, except when otherwise directed. He is specially charged with the duty of the enforcement of all the laws and ordinances relating to traffic and motor vehicles, and will be held strictly accountable for the care of the motorcycle and equipment assigned to him.

A MOTORCYCLE PATROLMAN SHALL:

251. Make such minor adjustments to his machine as may be necessary. A. repairs shall be made by the Department mechanic.

252. Keep his machine in a clean and serviceable condition and shall prior to each tour of duty, examine such machine thoroughly for mechanical defects. Where any defect is found which renders the machine unfit for service, he shall report the fact to his Commanding Officer. He shall wipe his machine free of rain and moisture at the termination of his tour of duty, and shall, at all times, keep it properly oiled.

253. Use a Department motorcycle only in the actual performance of police duty. At the expiration of each tour of duty he shall leave his machine at a designated Department garage, provided, that by reason of accident or other exigency, a motorcycle Patrolman is compelled to leave his machine at a place other than a Department garage, he shall report such fact to his Commanding Officer, but in any such case the machine shall not be so housed for a longer period than is necessary.

254. Except by permission from proper authority ride only the machine assigned to him. He shall not leave his machine unattended except when necessary in the performance of police duty. Standard equipment furnished with Department motorcycles shall not be changed and nothing shall be added thereto or taken therefrom, or interchanged with it, without the permission of the Commanding Officer of the Traffic Division.

255. Traverse such prescribed thoroughfares and sections or Precincts of the City as shall be designated by the Commanding Officer of the Traffic Division. He shall patrol alone, unless otherwise directed by the proper authority. He shall ordinarily drive his machine at moderate speed, and take every precaution to avoid collision and prevent accidents. He shall observe the traffic regulations as far as is consistent in the performance of police duty, and in accordance with the Traffic Laws.

256. Not allow any other member of the Department to ride the motorcycle assigned to him, except upon permission of his Commanding Officer, and in no case will he allow a person not a member of the Department to use such motorcycle. A motorcycle shall not be ridden "handcar" at any time, nor shall any person be permitted to ride in

the absence of a motorcycle, except when official permission has been granted for such service and proper "accident release" signed by such person.

257 In inclement weather, when motorcycles cannot be safely and efficiently used, he assigned to foot patrol in such places and under such conditions as may be ordered by his Commanding Officer.

258 Faithfully patrol the section assigned to him during his tour of duty, and shall not, except when specifically ordered, patrol his section about.

259 Be governed by all the Rules and Regulations prescribed for the guidance of Patrolmen, insofar as they are applicable and do not conflict with the specific Rules applying to Motorcycle Patrolmen.

260 Shut off the power of his motorcycle when ever the vehicle is not in motion. He shall not unnecessarily permit the motor of his vehicle to "idle."

261 In case of collision, whether caused by the carelessness of himself or that of any other person, or by unavoidable accident whereby any vehicle or other property is damaged or any person injured by the motorcycle, dismount and ascertain the extent of the injury to person or damage to property or vehicle occasioned by such collision, and report in writing all the facts of the case to his Commanding Officer.

PATROLMEN (TRAFFIC POST)

262 A Patrolman assigned to traffic post or street intersection for the purpose of regulating traffic shall be at such post promptly at the time designated. He is specially charged with maintaining the orderly movement of all vehicles at his post with due regard for the safety of operators of vehicles and pedestrians, and exacting compliance from all persons with the laws, ordinances, and regulations pertaining to traffic.

263 A Patrolman on traffic post duty must be dignified, soldier-like in bearing, courteous, and civil, and exercise patience and discretion in the discharge of his duties, and by his alertness and good judgment render safe and convenient all traffic activity at his post.

264 A Patrolman on traffic post duty must keep calm and control his temper even under trying and provoking circumstances. Uncivil and angry remarks, and the reprimanding of traffic violators in

an abusive and spectacular manner will not be tolerated under any circumstances. In the event it becomes necessary to warn or correct a person for a slight infraction of the traffic regulations, the traffic Patrolman shall do so briefly in a civil manner, and without obstructing the traffic flow, or creating congestion. When it is necessary to issue a summons to a driver of a vehicle for a violation of the traffic regulations, the traffic officer shall order the offender out of the traffic flow to the street curb, and issue such summons without unnecessary loss of time or hindrance to traffic.

265 When a whistle is used in the regulation of traffic there shall be no unnecessary blowing of same.

266 A Patrolman assigned to a traffic post will give his whole attention at all times to his duties. He shall not engage in conversation with civilians or police officers except when necessary in line of duty, and then such conversation shall be as brief as is consistent with courtesy and efficient conduct of police business.

267 A Patrolman assigned to traffic post duty shall not leave his post during his hours of duty without permission, except when properly relieved by another Patrolman, in case of physical necessity, or when necessary in a police emergency and when so leaving shall notify his Station or Division if practicable. In all such cases, he shall report to his Station or Division immediately upon his return.

268 When a Patrolman on traffic post duty is called upon for police service in the nature of an important emergency within a reasonable distance of his post, he shall promptly notify his Station or Division as to the nature of the call immediately upon his return to post.

269 A Patrolman assigned to traffic post duty shall also be governed by all the Rules and Regulations laid down for the guidance of Patrolmen, insofar as they are applicable and do not conflict with the specific Rules applying to traffic post Patrolmen.

270 A Patrolman assigned to traffic duty shall give signals clearly and distinctly, and avoid giving unnecessary signals.

271 A Patrolman detailed to operation of Traffic Light Signals will, when apprised of the approach of fire apparatus or an ambulance, leave his station and take a position at center of the particular street crossing and make every effort

to insure the safe and speedy passage of such fire apparatus or ambulance.

272. A Patrolman assigned to traffic duty will enforce traffic regulations as directed by posted signs. No operator will be permitted to drive a vehicle contrary to the direction as indicated by signs at street intersections, except in case of emergency.

273. A Patrolman assigned to traffic duty shall be thoroughly familiar with the laws and ordinances, Rules and Regulations relating to traffic, both vehicular, and pedestrian, and the proper operation of Traffic Signal Lights.

POLICEWOMEN

274. Policewomen shall be under the immediate supervision of the Commanding Officer of the Command, Precinct, Bureau, or other unit, to which they may be assigned, unless otherwise ordered. They shall have such regular hours of duty as may be prescribed by the Chief of Police, and such other hours as the exigencies of police service require, and shall while on duty devote their entire time and attention to the work assigned to them. They shall file with their respective Commanding Officers, unless otherwise directed, a written report of each investigation made by them in cases they are assigned to.

275. Policewomen shall be governed by all the Rules and Regulations laid down for the guidance of Patrolmen insofar as such Rules and Regulations are applicable and consistent with the special class of duties prescribed for Policewomen.

COURT OFFICERS

Members of the Department shall be detailed as Court Officers to the City Criminal Night Police and Family Courts in the discretion of the Chief of Police, and shall promptly and efficiently perform the duties required of them.

COURT OFFICERS SHALL:

276. Be under the direction of the Judge and Clerks of the Court to which they are detailed, and have such regular hours of duty as may be prescribed by the Judge of the Court subject to the approval of the Chief of Police. When not actually engaged in performing court duties, the Court

Officers shall be subject to orders of the Commanding Officer in charge of Precincts.

277. When attending sessions of the Court to which they are detailed, wear the uniform prescribed by their Commanding Officer.

278. Maintain strict order in Court, carry out the directions of the Judge presiding, not inconsistent with the Rules and Regulations of the Department, carefully guard all prisoners brought into Court, when ordered serve summonses and subpoenas issued from the Court to which they are assigned, and attend to all other matters required of them.

DOORMEN

279. There shall be a doorman on duty at Police Headquarters, each of the Precinct Stations, and the Police Academy at all hours of the day and night, and he shall be under direct orders of the Officer in charge.

DOORMEN (ASSIGNED TO POLICE HEADQUARTERS)

280. Doormen assigned to Police Headquarters shall be under the supervision of the Commanding Officer of the Detective Division, and under the immediate supervision of the Superior Officer in charge of the prison floor, and they shall have such regular hours as may be prescribed by the Commanding Officer. They shall not leave Police Headquarters without permission of their Commanding Officer, and when on duty shall confine themselves to their own section of the cell block except when necessary to leave it when on police business until properly relieved. They shall not take the keys of the man's cells from Police Headquarters at any time.

281. They shall be held strictly responsible for the proper and thorough searching of all male prisoners before confining them to their cells, regardless of the fact that such prisoners may have been previously searched by the arresting officer, or at a prior place of confinement.

282. Except by special order to the contrary in each case, given by one of the Commanding Officers hereinbefore mentioned, Doormen are forbidden to carry messages or to attend to any business for prisoners in their charge other than is necessary for the temporary welfare of such prisoners; neither shall they converse with any

prisoners who may be charged with a serious offense, except as to matters of the personal comfort and necessity of such prisoners. They shall not admit any person to the cells occupied by any prisoner persons, excepting the arresting officer or officers, who desire to interview a prisoner must first obtain written permission on forms provided for the use of the Commanding Officers hereinafter mentioned or the arresting officer, and in such cases Doormen watching the prisoner on the screened corridor where the prisoner may consult with the designated person or persons.

PRECINCT DOORMEN

253. Frequently during the day and night and at least every half hour during the night, inspect the prison and witness rooms (if any) and by care and vigilance, prevent escapes and suicides and report persons taken sick while in custody.

254. Frequently clean and disinfect thoroughly the cells of the prison after prisoners have been released therefrom. He holds directly responsible for the sanitary condition of the cells in the prison under their care, and immediately report to the officer in charge any needed repairs.

255. While on duty, allow no one else to carry the keys of the prison. When excused before the next shift, if it is day or next shift where by the officer in charge turns over the keys to such officer, not enter cells where prisoners are confined when carrying their revolver or pocketably.

256. Refer all persons making inquiries regarding prisoners or police business, and all letters or messages to or from prisoners, to the Desk Lieutenant and refrain from all unnecessary conversation with prisoners under their charge.

257. Unless properly excused remain on duty until regularly relieved, and inform the relieving Doormen of all matters relating to the performance of their duties.

258. Be responsible for the safekeeping of all male prisoners interested in their case. Keep such prisoners under close observation and familiarize themselves with their names and contentances and impart to the Commanding Officer all information concerning them of which they have knowledge. They shall be responsible for the proper treatment of all prisoners by any person or persons who may be privileged to interview them, and

shall be vigilant to prevent any possible transfer of weapons, drugs, or other improper articles. They shall promptly report to the officer in charge any mistreatment of prisoners in their care.

259. See that food provided for prisoners who require it is properly distributed and properly enter record of same in work provided for that purpose. See that the food is fresh and whole some and to accordance with the prescribed rates except at the direction of the Commanding Officer, when special meals may be ordered and furnished to designated prisoners.

260. In searching a male prisoner, take exceptional care that such prisoner shall be thoroughly searched and he shall not be permitted to keep in his possession any drugs, liquors, or weapons, or dispose of, or secrete any money, valuables, or articles of evidence. Remove from a prisoner's possession

- A. All property unlawfully carried, or which is required as evidence.
- B. All other property which is lawfully carried, but is dangerous to life, or which would facilitate escape.
- C. All other property which is capable of being used to damage, or deface Department property.
- D. All other property, excepting clothing if prisoner is intoxicated.
- E. If necessary, in the opinion of the officer in charge, strip prisoner of all wearing apparel in order to make a thorough search.

261. All property so taken from prisoners shall be properly labeled or placed in an envelope or envelopes provided for that purpose, giving date of arrest, name of prisoner, charge, name of arresting officer, and a description of the property, and turn such property over to the Desk Lieutenant for safekeeping.

262. Doormen assigned to duty in Precinct Stations shall have such regular hours of duty as may be prescribed by the Commanding Officer of the Precinct subject to the approval of the Commanding Officer. They shall keep the business room clear of all persons except members of the Department necessarily there, and such persons as have business to transact.

263. Doormen shall be charged with the economical use of fuel, electricity, cleaning supplies and utensils; be responsible for the economical

operation of heating plants, the orderliness and cleanliness of the business room and all other rooms assigned to their care, the cleanliness of Precinct Station yards and areas, and the general sanitary condition of the Precinct Station. They shall be responsible for the clean condition of the sidewalks and shall remove all snow, rubbish or other accumulations whenever present, and shall perform such additional duties as the Commanding Officer shall order.

294. They shall be held strictly responsible for the proper and thorough searching of all male prisoners before confining them to cells, or witness rooms, regardless of the fact that such prisoners may have been previously searched by the arresting officer, or at prior place of confinement. They shall also thoroughly search all lodgers before permitting them to occupy any part of the Precinct Station for a night's lodging.

295. They are forbidden to carry messages for, or attend to any business of prisoners in their care, other than that which is necessary for the temporary welfare of such prisoners, except by permission of the officer in charge of the Desk. They shall not admit any person to the cell occupied by any prisoner, nor permit any person to converse with such prisoner, except the arresting officer or officers. Persons who desire to converse with a prisoner must first obtain permission from the Captain of the Precinct, or the officer in charge of the Desk in such cases. Doormen will bring the prisoner to a suitable room where the prisoner, properly guarded, may consult with the designated person or persons.

MATRONS (ASSIGNED TO POLICE HEADQUARTERS)

296. A Matron assigned to duty at Police Headquarters shall be under the supervision of the Commanding Officer of the Detective Division, and under the immediate supervision of the Superior Officer in charge of the Prison Floor, and shall have such regular hours of duty as may be prescribed by said Commanding Officer.

297. While on duty she shall not leave Police Headquarters without permission of her Commanding Officer until properly relieved, and shall confine herself to her own section of the cell block, except when necessary to leave on police business. They shall not take the keys of the women's cells from Police Headquarters at any time.

298. A matron will be held strictly responsible for the proper and thorough searching of all female prisoners before confining them to their cells or witness rooms. When searching any female prisoners she shall take care that such prisoners shall not be permitted to keep in her possession any drugs, liquors, weapons, or to dispose of or secrete any money, valuables, or evidence. A matron shall remove all property which is lawfully carried but is dangerous to life, or would facilitate escape, and all other property which is capable of being used to damage or deface Department property. An itemized record, in proper form, shall be made in a book provided for that purpose of all such property taken from prisoners, and as soon as possible thereafter be delivered to the Superior Officer in charge for safe-keeping.

299. A matron shall be responsible for the safe-keeping of all female prisoners entrusted to her care, and shall keep them under close observation; familiarize herself with their names and countenances, and impart to her Commanding Officer all information concerning them which may come to her knowledge.

300. Prisoners who are pregnant with child shall have every care and consideration bestowed upon them. Where immediate confinement is anticipated the matron shall promptly report such matter to her Commanding Officer who will see that such prisoner is at once transported to a hospital or if there is not time for such transfer a Department Surgeon shall be summoned. If a Department Surgeon is not immediately available some reputable physician shall be called. The matron shall render all possible assistance in the event a physician does not arrive in time.

301. A matron shall be thoroughly posted in the methods of First Aid to the injured, including a knowledge concerning immediate aid in ordinary cases of childbirth, and she shall apply the same when necessary in any emergency when the prisoner cannot be moved and a physician does not arrive in time.

302. A matron shall be responsible for the proper treatment of female prisoners by any persons who may be privileged to see them, and shall be vigilant to prevent any possible transfer of weapons or other improper articles. She shall

promptly report. Her Commanding Officer may mistreat or abuse any prisoner in her care.

303. No food shall be provided for prisoners who require it, is properly distributed and properly enter record of same in book provided for that purpose. See that the food is fresh and wholesome and in accordance with the regulations prescribed for prisoners except with the consent of the Commanding Officer, when special meals may be ordered for the prisoned prisoners, and enter the same in prisoners' food book.

304. Except by special order to the contrary in each case given by a Commanding Officer, a matron is forbidden to carry a package or to attend to any business for prisoners in her charge other than that which is necessary for the temporary welfare of such prisoners, neither shall she converse with any prisoner who may be charged with a serious offense except as to matters of the personal conduct and necessity of such prisoners. A matron shall not admit any person to the cell occupied by any female prisoner nor permit any person to converse with such prisoner. Persons (except the arresting or investigating officers) who desire to see a prisoner must first obtain permission in writing on form provided from the Commanding Officer, and, in such cases the matron will bring the prisoner to the screened corridor where the prisoner may consult with the designated person or persons.

MATRONS (ASSIGNED TO PRECINCTS)

305. A matron assigned to a Precinct shall be subject at all times to the orders and call of the Commanding Officer of the Precinct to which she is assigned, and shall have such regular hours as may be prescribed by the Commanding Officer.

306. A matron shall keep the Precinct Station clean and in good order, except such parts as are required to be cared for by the doorman, and shall be charged with the economical use of cleaning supplies and utensils and the sanitary condition of the dormitory, beds, bedding and linens.

307. Matrons will be guided by and subject to the general laws and regulations laid down for the government of all members and employees of the Department insofar as they are applicable.

308. Not permit the confinement in a cell of a female prisoner with a nursing baby. Cause any such prisoner to be delivered into the custody of

the Matron at Police Headquarters. In any such case, if the prisoner is unfit to care for the child, and the child cannot be turned over to a responsible member of the family or a close relative, the child shall be delivered to a hospital.

SURGEONS

309. The Surgeons' Division shall consist of the Chief Surgeon, Assistant Surgeons and such clerical forces as may be assigned thereto, by the Director of Public Safety, under the supervision of the Chief of Police.

310. The Chief Surgeon or one of his assistants, shall visit Police Headquarters daily at a time agreed upon by the Surgeons and the Chief of Police.

311. Departmental duties shall take priority over the demands of private office except in cases of emergency, or other unusual circumstances.

312. Upon receipt of notice that a member of the Department has reported sick or injured, it shall be the duty of the Chief Surgeon, or Assistant Surgeon to whom such case may be assigned, to visit the member without delay to carefully examine him and ascertain if his disability is sufficient to warrant remaining off duty. He shall then fill out and file the sick report card which served to notify him of the case. Such subsequent visits as may be necessary to keep properly informed on the progress in each case, shall be made by the Surgeons. It shall be the duty of the Surgeons to closely observe all sick and injured members and to order them to report for duty when sufficiently recovered. Notice of such order shall also be given the Commanding Officer of the Precinct or other branch of the Department to which such member is assigned.

313. Departmental forms showing the return to duty of sick or injured members shall be filed in the Surgeons' office, and it shall be the duty of the Surgeons to require that such forms be forwarded promptly.

314. It shall be the duty of the Chief Surgeon to report in writing to the Chief of Police the death of any member of the Department.

315. Surgeons shall, in all cases of sickness or injury of members of the Department, insist on strict obedience to all orders and instructions given relative to the alleviation of their condition, but in no case shall a Department Surgeon sug-

gest that a member of the Department engage him professionally in the treatment of any sickness or injury nor shall any Department Surgeon exact a fee for not doing so or examination made of any member of the Department unless specifically requested to make such diagnosis, examination or to give treatment by a member.

316. The Surgeons shall keep in the Chief Surgeon's office complete records in each case of sickness or injury of any member of the department and such reports shall be a detailed history of the case from the time it is first reported until the member has returned to duty or the case has otherwise been properly disposed of. These records shall only be made available for examination by permission from the Chief of Police.

317. The Chief Surgeon shall carefully examine all members applying for permission to leave the City because of ill health, submitting to the Chief of Police a written report in each such case, together with such recommendations as he may deem proper and in the interest of the service. No such leave, however, may be granted except by the Chief of Police. When such leave has been granted the Chief Surgeon shall require the member affected to make written report of the progress of his case to the Chief Surgeon weekly, or have such member's physician do so. The Chief Surgeon shall report to the Chief of Police any case in which the required reports are not received.

318. The Chief Surgeon shall submit to the Chief of Police written report in the case of any member of the Department who shall seek to evade duty on the pretense of sickness or injury who is not at home when visited by Department Surgeon, and who fraudulently or by concealment or misleading statement deceives or attempts to deceive a Department Surgeon, or whose sickness or injury is the result of intemperance, improper conduct or immoral or vicious habits or practices.

319. Upon receipt of notice that a member has failed to report for duty as ordered the Surgeon having had charge of the case shall immediately visit such member and make written report of the facts in the case to the Chief of Police.

320. All cases where members of the Department have contagious diseases in their homes shall be referred to the Chief Surgeon, and he will have jurisdiction over the member of the Department

involved until the termination of the case, in conformity with Department of Health regulations.

321. The Surgeons shall examine prisoners taken and make proper disposition in all such cases. They shall examine prisoners as to their sanity when requested by a Commanding Officer desiring such service. They shall examine suspected intoxicated drivers of vehicles whenever the officer in charge of a Precinct believes the condition of such driver warrants examination. They shall secure any female prisoners or witnesses, when requested to do so by a Commanding Officer, but only when such female is accompanied by a policeman or matron. They shall give testimony in Court in any of the foregoing cases when required. In each such case a certificate will be issued at the time of examination. A complete record of all the essential facts will be made and filed in the Chief Surgeon's office, and a full report made to the Commanding Officer of the Precinct or Bureau concerned, and a copy of such report shall be filed in the Chief Surgeon's office.

322. All applicants for appointment to the Department shall be and only examined by the Chief Surgeon or his Assistants, who shall report as to their fitness.

323. The Chief Surgeon shall submit monthly reports, in form as provided to the Chief of Police, of all police cases reported to his office and an annual recapitulation of all business transacted.

324. The Chief Surgeon shall make a special report to the Chief of Police in the case of any member of the Department who has continued on sick leave for a period of three months and whose disability is of a permanent nature or where the prognosis for recovery is poor. He shall also report the case of any member of the Department frequently or habitually on sick leave.

325. A Police Surgeon having under his care a member of the Department seriously ill, shall ascertain whether or not the services of a Department Chaplain are desired. If the Chaplain's services are required, the Surgeon shall notify the telephone operator at Police Headquarters to call a Chaplain of the religious faith preferred by such member.

CHIEF CLERK

The Chief Clerk shall be designated and assigned to the duties hereinafter described. He

shall be charged with the care and custody of all books, papers, documents and records pertaining to the office of the Police Department, and shall be accountable to the Administrative Clerk of the Department of Public Safety and to the Director of Public Safety for their safe and orderly keeping. He shall keep the following records: 1. Of all official actions taken by the Director of Public Safety or the Board of Public Safety in the trial of any member of the Department for violation of Rules, Regulations or Orders; 2. Of the name, age, number, assignment, birthplace and former occupation of each member together with the date of his or her appointment, transfer or promotion and of any subsequent severance from or renewal with the Department and all facts which affect the member's tenure of office; 3. Of time lost by any member on account of sickness, injury, or other cause; 4. Of the salary of each member; 5. Of monthly expenditures and cost of maintenance of the Department.

THE CHIEF CLERK SHALL:

326. Receive all checks for the payment of salaries of the members of the Department, turning them over to the several Commanding Officers for distribution, and obtain the receipts therefor.

327. Have supervision of the clerks assigned to his office and report to the Administrative Clerk of the Department of Public Safety any neglect of duty or improper conduct on their part.

328. Furnish a bond approved by the Director of Public Safety for the faithful performance of his duties and he shall also require the Property Custodian to furnish a similar bond.

329. Have supervision of the storing and supervision of all Department supplies, and shall cause to be kept complete and accurate record of all stolen and lost property or other articles of whatever description entrusted to the Property Custodian, cause all such property required as evidence to be safely kept and to be presented in Court at the specified time.

330. Be under the supervision of and perform such other duties as may be delegated to him by the Administrative Clerk of the Department of Public Safety or the Director of Public Safety.

PROPERTY CUSTODIAN

331. The Property Custodian shall be a member of the Department, specially assigned to such duties by the Director of Public Safety. He shall be under the immediate supervision of the Chief Clerk and shall have such regular hours of duty as may be prescribed by the Chief Clerk subject to the approval of the Director of Public Safety.

332. The Property Custodian shall tag and enter in the property registers all lost, stolen, abandoned or unclaimed property, property recovered as evidence and prisoners' property coming into his possession, recording the date and time same was received by him, the name of the person from whom such property was received or taken, the date and time same was obtained or recovered, its description in specific detail, including names of articles, quality and value, name and residence of owner or claimant if known, place where found, the circumstances connected therewith and the name of the member delivering the same. The Property Custodian shall also keep such other records or books as may be prescribed by the Chief Clerk.

333. The Property Custodian shall have charge of all stationery and office supplies belonging to or purchased for the Department and such other Department Property as may be designated by the Chief Clerk, and will keep a true and correct account thereof in books provided for that purpose. He shall not deliver any of said property to anyone except on a requisition in writing on a prescribed form, signed by a Precinct Commander or head of a Division, or other competent authority and approved by the Chief Clerk.

334. The Property Custodian shall not deliver any lost, stolen, abandoned or unclaimed property, property held as evidence, or prisoners' property, in his official possession, to any member of the Department or other person unless he receives from such member or other person a written order signed by a Commanding Officer of the Department. He shall give a receipt to all persons delivering any property whatsoever into his possession, and shall exact a receipt from all persons to whom he delivers any property.

335. In the event any lost, stolen, abandoned or unclaimed property, property held as evidence, or prisoners' property, shall temporarily be released by the Property Custodian to any member of the

Department for use in court or for any other purpose, and is not returned to the Property Custodian within forty-eight hours, or in the event such property has remained in the keeping of the court and is not promptly returned, or a receipt inventory is not received therefor after the disposition of the case in which such property is involved, the Property Custodian shall promptly inform the Chief Clerk in writing of such fact.

336. The Property Custodian shall, before the first of February of each year, submit an inventory report to the Chief Clerk of all property in his possession, together with a statement as to the status of any portion thereof affected by the provisions of the law concerning the disposition of unclaimed property.

337. All unclaimed personal property, not including money or property which may be required by the Department as evidence, in possession of the Property Custodian which shall have remained unclaimed for a period of six months or more, and after every reasonable effort has been made by the Property Custodian to locate the owner thereof, shall be sold at public auction as provided by law.

338. All unclaimed money in possession of the Property Custodian after being held by him for six months and after every reasonable effort has been made by the Property Custodian to locate the owner thereof, shall be delivered to the Chief Clerk.

339. The Property Custodian, except upon a court order, or as otherwise provided, shall not deliver to any claimant, stolen or wrongfully taken property, or property which may be required in any criminal or civil proceedings, until all prosecutions or proceedings involving such property shall have been finally disposed of, including appeals, and during the time when appeals may be lawfully taken.

340. In the event of any explosives or inflammables coming into the possession of the Property Custodian, he will cause same to be immediately delivered to the Department Chemical-Technical Laboratory.

341. When property is to be identified or delivered to claimants at the Property Custodian's office, the arresting officer shall accompany the claimant or owners.

342. When property taken from an unidentified person is received by the Property Custodian and the identity of such person is later established, he

shall make the necessary additions to his records, and promptly report the facts to the Chief Clerk.

TELEPHONE OPERATORS

No messages are to be sent or received by telephone except on business connected with the Police service. It is to be understood that messages should be transmitted which do not admit of delay such as a summons for a doctor or other person urgently required, the intention being to accommodate the public without interfering with Department business.

A telephone operator assigned to duty at Police Headquarters shall, under the direction of the Commanding Officer of the Detective Bureau, be subject to the orders and immediate supervision of the Chief Telephone Operator.

EACH TELEPHONE OPERATOR SHALL:

343. Be charged with the proper and efficient performance of such duties as are prescribed.

344. When attending the switchboard, upon receiving a call shall immediately answer "Headquarters" and give their operator's number.

345. If a connection is requested he shall make the same through the necessary signal and supervise the connection until completed. If a person calling desires to make a complaint or call for an officer, the telephone operator shall at once connect such person with the Precinct, Division, Bureau, or office concerned in the matter. When receiving orders or a request for a telephone connection, he will repeat the same to make certain that it was correctly understood. His attention shall be constantly directed to promptly completing connections and keeping the lines clear.

346. While on duty, be courteous, prompt, and alert in the service at the switchboard. Abrupt, brusque or irritative response to calls will not be tolerated under any circumstances.

347. Permit no person, whether or not a member of the Department, except Commanding Officers or persons properly authorized, in the telephone operators' room, nor permit any person to overhear the transaction of official police business by telephone and permit no person to loiter, idle or visit thereabouts.

348. Under no circumstances give out information concerning police business to any person,

except to a member of the Department for whom it is intended

349. After completing a connection, refrain from listening-in on a telephone conversation, except when ordered to do so by the proper officers.

350. Under no circumstances leave the telephone switchboard without first being relieved by a competent person and then only on permission of the Chief Telephone Operator or in his absence, by the Commanding Officer of the Day, or the Night Detective Bureau.

351. Perform duty at such hours as may be directed by the Commanding Officer of the Detective Bureau, or in his absence by the Chief Telephone Operator.

352. In an emergency, and when necessary for the protection of life and property, direct the attendance of reserves from commands adjacent to that in which the emergency exists, immediately reporting his action to the officer in command at Police Headquarters at the time.

CHAPLAIN

A Chaplain shall have the assimilated rank of Captain

A CHAPLAIN SHALL

353. Visit the sick, injured and dying members of the Department and minister to their spiritual welfare.

354. Be attired in the prescribed uniform, or in the public clerical garb of the church to which he belongs, and wear the insignia of his office when appearing in his official capacity upon any public occasion.

355. Be treated with the courtesy and respect due to his calling.

356. Be authorized to visit Precinct Stations and Department offices and to converse with any member of the Department.

DETECTIVE DIVISION

357. There shall be a branch of the Department known as the Detective Division which shall be under the supervision of a ranking officer. It shall include the Day and Night Detective Bureaus, Bureau of Criminal Identification and Records, Automobile Theft Bureau and such other bureaus, squads or units as may be created from time to

time, and be composed of such members of the Department as may, from time to time, be assigned thereto by the Director of Public Safety.

358. The Commanding Officer having supervision of the Detective Division shall have cognizance of all detective work of the Department, excepting such investigations as may come within the scope of the duties assigned to the personal investigators of the Director of Public Safety or the personal staff of the Deputy Chiefs or Inspectors having supervision of branches of the Department other than the Detective Division.

359. In the absence of the Chief and Deputy Chiefs, or the Inspectors, the Commanding Officer of the Day or Night Detective Bureaus shall assume control and command of the Department during his respective tour of duty unless otherwise ordered by the Director of Public Safety, or the Police Commissioner.

COMMANDING OFFICERS—DETECTIVE DIVISION DAY AND NIGHT BUREAUS

360. The Commanding Officer of the Day Detective Bureau shall conduct the business of the Detective Bureau and shall have command and control of the members assigned thereto subject to the direction of the Commanding Officer of the Detective Division. He shall see that every case coming within the scope of the duties of the Detective Bureau is promptly and efficiently handled, and keep or cause to be kept accurate and complete record in each case.

361. The Commanding Officer of the Night Detective Bureau shall have command and control of the members assigned to the Night Detective Bureau, subject to the direction of the Commanding Officer of the Detective Division. He shall see that every case coming within the scope of the duties of the Detective Bureau during his tour of duty is promptly and efficiently handled, and keep or cause to be kept accurate and complete record in each case.

362. The Commanding Officers of the Day and Night Detective Bureaus, respectively, shall, whenever it becomes necessary to absent themselves from their office during their hours of duty place in charge a Superior Officer of the Detective Bureau.

363. The Commanding Officers of the Day and Night Detective Bureaus, respectively, shall keep

the Commanding Officer of the Detective Division fully advised as to the work of their respective bureaus, and where important cases are under investigation shall consult frequently with and advise the Commanding Officer of the Detective Division of such progress as is being made.

364. The Commanding Officers of the Day and Night Detective Bureaus, respectively, shall report to the Commanding Officer of the Detective Division, in writing, all complaints against members of their respective bureaus made by citizens or members of the Department, and shall take verbatim statements in all investigations they may make pertaining thereto.

365. The Commanding Officers of the Day and Night Detective Bureaus, respectively, shall be responsible for the service of all criminal warrants delivered to them through proper channels.

366. The Commanding Officers of the Day and Night Detective Bureaus, respectively, shall submit, in writing, to the Director of Public Safety, through official channels, a monthly report of all business transacted by their respective commands, and an annual recapitulation of same to the Director of Public Safety, through the Commanding Officer having supervision of the Detective Division.

367. Daily before 9 00 A. M., the Commanding Officer of the Night Detective Bureau shall cause proper duplicate reports to be rendered to the Commanding Officer of the Detective Division of all completed and uncompleted cases handled by the members of the Night Detective Bureau so that final assignments may be made.

368. The Commanding Officers of the Day and Night Detective Bureaus shall be subject to all the rules and regulations laid down for the guidance and government of all Precinct Commanders, insofar as they are applicable and do not conflict with the specific rules prescribing the duties of the Commanding Officers of the Day and Night Detective Bureaus.

LIEUTENANTS

(DAY AND NIGHT DETECTIVE BUREAUS)

369. The Lieutenant or Acting Lieutenant assigned to day duty in the office of the Commanding Officer of the Day Detective Bureau shall be the immediate assistant to the Commanding

Officer of said bureau, and in the absence of the Commanding Officer during his regular hours of duty shall be in command of the Detective Bureau and have and exercise the same authority and perform all the duties of the Commanding Officer of the Day Detective Bureau as provided by the Rules and Regulations. He shall be at all times thoroughly informed on all matters and activities concerning the work of the said Detective Bureau so that he may be properly equipped to promptly take over the duties of the Commanding Officer of the Day Detective Bureau in any emergency. He shall conduct the roll call of members of the Detective Bureau each morning and at such other times as may be directed. He shall at each roll call properly note all absentees, carefully read and explain all general orders, and such special orders as pertain to detectives, and communicate all necessary information and matter whenever practicable, all complaints of criminal activities in the City coming to the attention of the Detective Division, and also names and descriptions of persons wanted. He shall, when professional or known criminals are in custody, exhibit them at roll calls when possible, and make known their criminal history for the information of the members of the Detective Bureau. He shall give proper advice to members in his charge as to all complaints, application for service, or any other request coming to the Detective Bureau, and perform such other duties as may be required. He shall promptly report to the Commanding Officer of the Day Detective Bureau every case of misconduct, insubordination and neglect of or unfitness for, duty, on the part of any members in his charge.

370. The Lieutenant or Acting Lieutenant assigned to night duty in the office of the Commanding Officer of the Night Detective Bureau shall be the immediate assistant to the Commanding Officer of said bureau and in the absence of the Commanding Officer during his regular hours of duty, shall be in command of the Night Detective Bureau and have and exercise the same authority and perform all the duties of the Commanding Officer of the Night Detective Bureau as provided by the Rules and Regulations. He shall promptly and accurately make necessary entries of official business in the Department records in the manner prescribed for keeping such records, note all absences and report the same to the Commanding Officer, communicate all orders and other

necessary information give proper advice and instructions to members in his charge, attend to all complaints, applications for service or any other request coming to the Detective Bureau, examine all arrested persons suspected of crimes and perform such other duties as may be required. He shall promptly report in writing to his Commanding Officer every case of misbehavior, insubordination and neglect of or indifference for duty on the part of any member in his charge.

371. Lieutenants or Acting Lieutenants assigned to office duty in the Day or Night Detective Bureaus shall be strictly responsible for the conduct, discipline and efficiency of all the members under their supervision and for the general good order of the respective bureaus during their hours of duty. They shall be particularly careful to carry out the orders of their respective Commanding Officers. Such orders shall not except when necessary in cases of emergency, be countermanded or set aside, but when such action is taken they will report in writing to their respective Commanding Officers their reasons in each instance.

372. All general and special orders, after having been read and explained, shall be posted upon a bulletin board provided for that purpose for a period of three days, after which they will be properly filed. Members of the Day or Night Detective Bureaus who, for any reason of absence are not officially informed, as to the provisions of such orders shall be so informed by the Lieutenant or Acting Lieutenant of the Day or Night Detective Bureaus upon their return to duty.

373. Lieutenants and Sergeants assigned to the Detective Bureaus will be held particularly responsible for the efficiency, discipline, general good conduct and appearance of the members of the groups or squads assigned to their special supervision. They are strictly enjoined to require from subordinates a proper attitude of respect and obedience at all times, and shall on no occasion indulge in unofficiallike familiarities with them. Whenever it appears that a detective is ignorant of his duties and after a reasonable period of instruction shows no indication of improvement, or if for any reason, they believe any detective under their general supervision is either mentally or physically incompetent and unfit for detective duty, they shall promptly inform their Commanding Officer of their observations.

374. They shall daily investigate and check the work of members under their special supervision with a view of determining whether cases assigned to them have been promptly and properly investigated.

375. They shall, unless otherwise ordered, or absent on necessary police business, be present at the regular roll-calls. They shall prepare such detectives as are in their particular charge for their daily duties, and shall inform themselves of all such who are given orders, assignments, or other duties, so that they may see to it that such orders or duties are promptly obeyed, fulfilled, or performed.

DETECTIVE BUREAU—DAY AND NIGHT

376. Members of the Detective Bureau are particularly charged with the prevention of crime and the investigation of criminal cases in the City, the detection and arrest of criminal offenders, the recovery of lost and stolen property, the proper co-operation with other authorities and the responsibility of giving vigilant scrutiny to, and taking proper cognizance of all conditions relating to or tending toward the fostering of crime.

377. The Day Detective Bureau shall function daily from 7 o'clock A. M. to 7 o'clock P. M. Members of the Bureau shall report for roll-call daily at 9:00 A. M., and at such other times as may be ordered, or as their work may require, unless on duty elsewhere or properly excused.

378. Members of the Day Detective Bureau shall in turn perform a tour of reserve duty as ordered by the Commanding Officer and shall not leave Headquarters except on assignment, without the permission of the officer in charge, they shall respond promptly and cheerfully whenever their services are required.

379. The Night Detective Bureau shall function daily from 7:00 P. M. to 7:00 A. M. Members of the Bureau shall be on duty during these hours, and at such other times as ordered, or as their work may require. They shall report promptly for duty each night, unless on duty elsewhere or properly excused.

380. Members of the Day and Night Detective Bureaus shall immediately after making an arrest, file an arrest blank, correctly executed, with their Commanding Officers, or in their absence, with the officers in charge, for those prisoners who

are to be fingerprinted, etc., or for such prisoners as have previous criminal records. Members of both Bureaus shall be held personally responsible for strict compliance with this rule.

331. Members of the Day and Night Detective Bureaus shall co-operate with one another and with all other members of the Department in the prevention and detection of crime, the arrest of criminals and the enforcement of all the laws of the State and Ordinances of the City of which the Department takes cognizance, bearing in mind that they are policemen responsible for the performance of all police duty and required to observe all the Rules and Regulations applicable to them as members of the Department.

332. Members of the Day and Night Detective Bureaus shall not interview or interfere with a prisoner arrested by another member of either Bureau unless permission is given by such other member, or they are so ordered by the Commanding Officer of the Detective Division, the Commanding Officers of the Day or Night Detective Bureaus, or in their absence the Officer in charge.

333. Unless otherwise directed, members of the Day and Night Detective Bureaus shall follow up each case assigned to them. They shall interview complainants without delay and carefully ascertain the full facts and pertinent information concerning each case, and obtain an accurate and complete description of property reported lost or stolen and persons wanted, etc. Unless a case has been officially closed they will advise complainants in person at reasonable intervals of the status of the cases in the investigation of which they are engaged.

334. Members of the Day and Night Detective Bureaus shall familiarize themselves with the criminal classes, acquire a knowledge of their practices, haunts and associations, and acquaint themselves with the various methods adopted in the commission of crime and in evading detection. They shall also acquire a thorough knowledge of the criminal law and the elements that constitute criminal acts in violation of the various sections thereof, and shall acquaint themselves with the fundamental rules of evidence, to the end that they may be enabled to present their cases in court in an efficient and intelligent manner.

335. To secure co-operation and unity of action each member of the Day or Night Detective Bureaus will report promptly to his Commanding

Officer such information as he may in any way obtain or possess relative to suspicious persons or places or any occurrence or circumstance in any way bearing on any crime that may have been committed, or that might be of any use since to the Department in leading to the arrest of any criminal. Any member of either Bureau intentionally withholding such information, or failing to properly report the same, will be deemed guilty of neglect of duty.

336. Members of the Day and Night Detective Bureaus are specially charged with giving particular attention to, and acquiring the greatest possible degree of proficiency in, the duties of the particular squad or assignment to which they are detailed.

337. Members of the Day and Night Detective Bureaus when leaving the City on police business for a period of more than twenty-four hours shall, upon arrival at their destination, telegraph such fact to their commanding officer or other officer in charge, and keep in close communication and correspondence with the Department at all times during their absence. They shall communicate by telegraph the time of their departure for headquarters, and whether with or without prisoner or prisoners.

338. Members of the Day and Night Detective Bureaus shall not leave the City to conduct any investigation or to perform any act within the scope of their duties, without the express permission of their Commanding Officer, or the officer in charge except when in immediate pursuit of a fugitive, or in extreme emergency.

339. Members of the Day and Night Detective Bureaus shall submit written reports to their Commanding Officers on all matters assigned to them for investigation. They shall also keep their Commanding Officers advised daily of the progress and developments in important cases to which they are assigned.

340. Members of the Day and Night Detective Bureaus shall not enter into official Department correspondence over their signature, nor shall they convey official Department communications by telephone or otherwise outside the City, except by permission of their Commanding Officer.

341. Assignment to and continuance in the service of the Day and Night Detective Bureaus shall be dependent entirely upon the individual member's conduct and general fitness for the per-

performance of the duties required of him as indicated by the quality of his work and by the reports and recommendations of his Superior Officers. That any member is detained to special service in the detection of crime shall or be construed as relieving him of the responsibility of taking immediate and proper action in the matter of any violation of the Laws, Ordinances or Regulations shall be deemed wilful neglect of duty and the offending member charged accordingly.

392. All requests for detective services shall, when it is possible to do so be made to the officer in charge of either the Day or Night Detective Bureau before any action is taken thereon. It is the intention of this Rule to allow no services (except when absolutely necessary) without the knowledge and consent of a Commanding Officer. If an emergency arises requiring active and immediate attention by a detective, he shall in the exercise of sound judgment, promptly render the same but it shall be his duty to report the matter and his action thereon to his Commanding Officer at the earliest practicable time.

393. Members of the Day and Night Detective Bureau will be careful that their inquiries do not unnecessarily endanger the reputation of any person who may be the subject of their investigation.

394. Members of the Day and Night Detective Bureau assigned to detective work shall keep accurate and complete record of each day's business, and shall submit promptly all reports and records in every case assigned to them, when so required by their respective Commanding Officers or the Commanding Officer of the Detective Division.

395. Members of the Day and Night Detective Bureau going out of the City for prisoners, or on other business for the Department shall immediately on their return, furnish their respective Commanding Officers with an itemized statement of their personal expenses, also the expenses connected with the arrest and transportation of the prisoner.

396. Police Officers coming to the City from other Jurisdictions who require the assistance of the Detective Bureau will be referred to the Commanding Officers of either the Day or Night Detective Bureau, or in their absence to the officer in charge, who will see that the necessary assistance is furnished. Members detailed for duty of

this nature will keep their respective Commanding Officers informed of the progress of the case and will also report the final results.

397. Members of the Day and Night Detective Bureau will refrain from offering suggestions or giving information other than their evidence, unsolicited, to the court in the arraignment or trials of any prisoners.

398. Members of the Day and Night Detective Bureau shall keep important criminals constantly under surveillance, and report places of employment of such persons to their respective Commanding Officers.

399. All persons whether arrested by detectives or other members of the Department charged with crimes other than ordinary misdemeanors, or those arrested on suspicion of having committed or attempted to commit other than ordinary misdemeanors, shall be brought before the Commanding Officers of either the Day or Night Detective Bureau for questioning and investigation.

400. When it becomes necessary for a member of the Day or Night Detective Bureau to act as Agent of the State of New Jersey in rendition (Interstate extradition), cases such member must first secure permission of the Chief of Police in writing through his Commanding Officer requesting the County Prosecutor to designate such member as Agent.

401. Superior Officers assigned to duty in the Day or Night Detective Bureau shall exercise the authority of their rank only when necessary in the investigation of criminal cases and in such other emergencies where conditions require that in the best interests of the service they use such authority. However, they shall not unnecessarily countermand any orders of Superior Officers below their rank or needlessly interfere with the specific duties of members of equal or lower rank.

402. Detectives on duty in civilian clothes at a location where their presence may appear suspicious to citizens shall inform the Dispatcher in the Radio Broadcasting room as to their location and as to the probable length of time they will be present at such location.

403. Detectives, upon assuming command at scene of serious emergency, will do so in a manner that will not cause comment or criticism. They will not impose arbitrary or useless orders upon other members of the Department who may be

present, and will apply their experience and supervision to the execution of proper police work, compatible with the requirements of the emergency. As soon as possible after their arrival they will release the members of other commands present so that they may resume their regular assignments. They will at the earliest possible moment convey facts of emergency to the officer in command at Headquarters, be responsible for the proper transmission of all teletype, telegraph, telephone and other alarms, and the submission of proper reports giving all details of emergency, his activities, names and ranks of members of other commands present, witnesses, etc.

BUREAU OF CRIMINAL IDENTIFICATION AND RECORDS

404. There shall be a branch of the Detective Division known as the Bureau of Criminal Identification and Records which shall employ the Fingerprint and Photographic systems of identification, and where the criminal records and photographs of all prisoners shall be filed and other police records and reports shall be received, tabulated and filed.

405. The Bureau of Criminal Identification and Records shall consist of an Identification Section, Photograph Section, Report Section, Correspondence Section and Stolen Property Section, Teletype Section and such other sections or units as may be added from time to time. The Bureau of Criminal Identification and Records shall function twenty-four hours each day of the year.

406. The Bureau of Criminal Identification and Records shall be in charge of the Chief Identification Clerk who shall have full supervision subject to such rules and orders as may be issued by the Director of Public Safety, the Police Commissioner, Chief of Police, or the Commanding Officer of the Detective Division.

407. The Chief Identification Clerk shall have direct charge over such employees as may be assigned by the Director of Public Safety to the Bureau of Criminal Identification and Records, and in the absence of the Chief Identification Clerk or Assistant Chief Identification Clerk, such identification Clerk or member of the Bureau designated by him shall have complete charge and be respected and obeyed accordingly. During such periods that the Chief Identification Clerk, Assis-

tant Chief Identification Clerk are absent, and no other member of the Bureau has been designated in charge, the Officer in Charge of the Detective Bureau shall be responsible for the conduct of the Bureau of Criminal Identification and Records.

408. The Chief Identification Clerk in charge of the Bureau of Criminal Identification and Records shall be subject to all the Rules and Regulations laid down for the guidance and government of all Commanding Officers, insofar as they are applicable and do not conflict with the specific Rules prescribing the duties of the Chief Identification Clerk.

409. No member of the Department shall be permitted to search any of the files of the Bureau of Criminal Identification and Records, except such Clerks or Officers attached thereto, and any information, pictures or data, on file in the Bureau of Criminal Identification and Records shall be obtained only through the Clerks or Officers assigned thereto.

410. The employees of the Bureau of Criminal Identification and Records shall be on duty during such hours as may be ordered. They shall be punctual in reporting for duty and shall give prompt and diligent attention to all work assigned to them. No member of the Bureau shall absent himself from his duties for any protracted period of time without permission of the Chief Identification Clerk or other member in charge, and at no time shall he leave the building except with permission of the Chief Identification Clerk or other member in charge or Officer in Charge of the Detective Bureau.

411. Upon giving out any picture, communication or criminal record to members of the Department or other duly authorized persons, all Identification Clerks or Officers of the Bureau shall see that an "out card" is properly executed, signed and filed, or that proper receipt is obtained. No original records are to be taken from the Bureau by anyone unless in the custody of a member of the Bureau, and then only with the permission of the Chief Identification Clerk, Assistant Chief Identification Clerk or other person in charge.

THE IDENTIFICATION SECTION

412. The Identification Section shall be devoted to the identification of prisoners and the unknown dead whose descriptions and fingerprints shall be taken and distributed in accordance with the

laws of the State of New Jersey, and to such other fingerprint bureaus as may be designated. The description and fingerprints shall be carefully and accurately taken and the fingerprints extensively analyzed and used. It shall be the duty of the Identification Section to carefully compile the criminal records of such prisoners and such criminal records will be properly kept and be used only for police purposes.

413. Prisoners shall not be fingerprinted or photographed without the sanction of the Commanding Officer of the Detective Division or the Commanding Officers of the Day and Night Detective Bureaus. All such prisoners shall be accompanied by an arrest blank properly filled out by the arresting officer and bearing the sanction of a Commanding Officer of the Detective Division. They shall be brought to the Bureau of Criminal Identification and Records only under the guard of a police officer or police officers. Female prisoners shall be accompanied by a police matron.

414. Photographs of criminals taken by the Bureau shall be carefully kept in a file provided for same in accordance with the record operandi system for the efficient use of the Department as an aid in the prevention and detection of crime. The Chief Identification Clerk shall be personally responsible for their safekeeping.

415. Official records, fingerprints or photographs shall be removed or expunged except upon order from a court of competent jurisdiction.

416. It shall be the duty of the Identification Section to take fingerprints and descriptions of all unidentified dead persons, or murdered persons, found within the jurisdiction of the Department, and all other descriptions and fingerprints as may be ordered by the Commanding Officer of the Detective Division, or Commanding Officers of the Detective Bureaus, under the direction of the Chief Identification Clerk, and an accurate record shall be kept of each case, such data being properly filed and preserved.

417. It shall be the duty of the Identification Section to conduct examinations for latent fingerprint impressions at scenes of crime at the request of investigating officers. Members conducting such investigations shall be delegated by the Chief Identification Clerk or other member in charge of the Bureau, or the Officer in Charge of the Detective Bureau. Diligent and thorough search shall be made for such evidence, comparisons made with

fingerprints of suspects, and identifications effected whenever possible. The Chief Identification Clerk or his Assistant shall be consulted whenever such identifications are made, to pass final judgment. A blotter record shall be maintained of all latent fingerprint cases, and it is the duty of all Identification Clerks to make proper record of each case in such blotter immediately upon completion of investigation.

THE PHOTOGRAPH SECTION

418. The Photograph Section shall take, develop and print photographs of prisoners (both gallery and full size) all necessary photographs of scenes of crime, deceased persons, evidence, and such other police pictures as may be ordered by the Commanding Officer of the Detective Division, or Commanding Officers of the Detective Bureaus under the direction of the Chief Identification Clerk. All photographs shall be carefully made, serially numbered, filed and stored, and a proper record made of their taking. The materials used by this Section shall be carefully stored and inventoried from time to time and shall not be wasted in any manner. Members assigned to the Photograph Section shall not report off duty until properly relieved.

THE REPORT SECTION

419. The Report Section shall attend to the reception, recording, filing and statistical compilation of all complaints, casualties, arrests, warrants, etc. and all reports of investigations pertaining thereto in accordance with methods and systems prescribed by the Chief Identification Clerk. The members of this Section shall perform their work carefully and accurately with the utmost courtesy in their dealings with the public and shall not leave their posts of duty until properly relieved.

420. No reports of investigations shall be accepted directly from the members of the Detective Bureaus; such reports are required to be forwarded to the Bureau of Criminal Identification and Records by the Commanding Officers of the Detective Bureaus. No member of the Bureau of Criminal Identification and Records shall give out any investigator's report after filing in the Bureau, without the permission of the Commanding Officer of the Detective Division, or Officer in Charge, and then only with the knowledge of the Chief Identification

Clerk or his Assistant, and in such event, proper "out card" shall be executed, signed and filed with such report.

421. No information regarding persons arrested, other than whether or not they have been arrested and if so, by what command, or information regarding warrants issued or persons wanted, shall be given to anyone making inquiry with the exception of duly authorized police officers.

THE CORRESPONDENCE SECTION

422. The Correspondence Section shall attend to all of the correspondence of the Bureau of Criminal Identification and Records and the police communications received and sent by the Detective Division. All communications received shall be stamped with time clock immediately upon receipt. Communications shall be neatly and carefully typed on official stationery and will be accurately filed in special files.

THE LOST AND STOLEN PROPERTY SECTION

423. The Lost and Stolen Property Section shall be charged with the responsibility of keeping the records of all lost or stolen property reported by the Detective Division that may be sold in second hand stores or pawned in pawn shops. This Section shall also record and file the reports of all purchased or pawned articles, as reported by the second hand stores or pawn shops and shall carefully check the records of lost or stolen property with such reports.

424. This Section shall exercise proper supervision over second hand stores and pawn shops, to see that their reports are made in accordance with laws and ordinances governing such matters, and shall report to the Chief Identification Clerk any violations that may occur.

425. A monthly report shall be compiled by the Lost and Stolen Property Section showing the amount of work performed by the Section and the recoveries made.

TELETYPE SECTION

426. The Teletype Service is established primarily for the speedy dissemination of police information and for the purpose of supplying, maintaining and operating instantaneous electrical

communication between Police Headquarters and the Precinct Stations.

427. The Teletype Section shall consist of sending and receiving machines in the Teletype Section of the Bureau of Criminal Identification and Records, and receiving instruments installed in the Police Precinct stations, also a receiving machine installed in the Newark office of the New Jersey State Police located in the New Jersey Bell Telephone Building at 240 Broad Street, also receiving and sending telegraph machines furnished by the Western Union and Postal Telegraph Companies, for the purpose of communicating with all other police agencies not equipped with Teletype service, and foreign countries.

428. The machines employed in this system are of very delicate construction and must not be tampered with in any way. Any necessary service or repair work will be taken care of by a representative of the New Jersey Bell Telephone Company or the telegraph companies. Under no circumstances shall the paper roll be touched while receiving machines are operating, nor shall the power switch be touched at any time.

429. Messages sent over the teletype service will be denominated as follows: 1. Alarms 2. General Orders 3. Special Orders 4. Miscellaneous messages. An alarm shall be a message which relates to a sudden condition calling for immediate action. A General Order shall be a message which relates or is brought to the attention of the entire Department. A Special Order shall be a message which relates to a departmental division or part thereof. A Miscellaneous message shall be a communication as of information or advice.

430. All messages will bear a title designating their type, and Alarms, General Orders and Special Orders will be numbered consecutively. Miscellaneous messages will not be numbered and will be filed in chronological order.

431. All messages will be sent and received in triplicate, each copy of a different color, as follows: 1. Original, White, 2. Duplicate, Cherry, 3. Triplicate, Yellow.

432. The Teletype Section shall be a branch of the Bureau of Criminal Identification and Records, and the Chief Identification Clerk shall be in charge, and in his absence the Assistant Chief Identification Clerk, Identification Clerk or Officer in Charge shall have control over and management of the Teletype Section. He shall be responsible

for the instant reception and transmission of official business over the Teletype, and shall see that all alarms, orders and messages are properly transmitted, routed, preserved and filed, and shall invoke the use of the Radio Division or the Police Signal System, whenever necessary.

433 Identification Clerks shall be assigned to the Teletype Section by the Chief Identification Clerk as Teletype Operators. Such Teletype Operators shall perform their duties efficiently and remain in the Teletype Room to immediately observe any message or alarm received and shall not leave their post unless the distribution of alarms or messages or other related duties makes it necessary to do so. Teletype Operators must be properly relieved before reporting off duty.

434 In the event it is found necessary, the Chief Identification Clerk should consult with his superiors relative to matters affecting the operation of the Teletype Service, particularly with regard to the sending of alarms. If however, in such emergency, no superior officer is available, the Chief Identification Clerk may use his own discretion in such matters, keeping in mind the fact that where a doubt may exist relative to the sending of alarms, he should invariably broadcast the information over the teletype and invoke the use of the Radio Division or the Police Signal System, whenever necessary.

435 The Chief Identification Clerk shall be responsible for the proper care and maintenance of the teletype equipment installed in the Teletype Section.

436 The Chief Identification Clerk shall make or cause to be made a proper record of the time and date any teletype equipment in the Department goes out of service and the time and date service is restored. He shall, also see that any receiving station which has been out of service is promptly supplied with copies of all messages broadcast during the period such equipment has not been in commission.

437 The Chief Identification Clerk shall cause to be transmitted a test message to all receiving stations at 8:00 A. M., 4:00 P. M., and 12:00 mid night each day, for the purpose of determining that all equipment is operating in a satisfactory manner. Failure to receive these test messages shall be immediately reported to the Chief Identification Clerk.

438 The Chief Identification Clerk shall cause a record of such test messages to be made in a book provided for such purpose.

439 Upon notification of the apprehension of person or persons wanted or recovery of property in a case regarding which an alarm has been broadcast it is the duty of the Chief Identification Clerk to cause to be transmitted to all receiving stations a proper cancellation of such alarm, such cancellation to bear original alarm number.

440 Copies of alarms and messages will be delivered to the Commanding Officers of the Day or Night Detective Bureau, or officers in charge of Special Squads at Police Headquarters, according to the branch affected or concerned with the information and alarms or messages contain and such Commanding Officers shall promptly take whatever police action necessary upon receipt of such information.

441 It shall be the duty of all Superior Officers and members of the Day and Night Detective Bureau, and Special Squads at Police Headquarters to promptly and accurately convey, either in person or by telephone to the Chief Identification Clerk, any information pertaining to a crime or emergency, or other information proper to broadcast to receiving stations and members of the Department.

442 In order that alarms may be cancelled properly it shall be the duty of the Commanding Officers of the Day and Night Detective Bureau and members thereof and Officers in charge and members of Special Squads at Police Headquarters, where the apprehension of persons is effected, or the property recovered etc. to notify the Chief Identification Clerk, giving complete information in the case so that the cancellation may then be sent out.

443 The Commanding Officer of each Precinct, or in his absence, the Officer in charge, shall be responsible for the proper distribution and preservation of all alarms, orders, and messages received, and for the proper care and upkeep of the receiving equipment assigned to their commands.

444 In the transmission of reports and information to the Bureau of Criminal Identification and Records for use in the teletype service, extreme care should be used, complete and detailed information originally received and all subsequent

information of importance is to be accurately and promptly conveyed.

448. It is essential that emphasis be laid upon the distinctive identifying marks of the persons or property wanted. For illustration: In describing a person, give age, height, weight, sex, color of eyes and hair, scars, tattoo marks, peculiarities, clothing, etc. In describing property such as an automobile, give make, model, license number, motor number, serial number, or any other distinguishing marks. Any other property which has a number, such as watches, radios, typewriters, etc., should be described by giving the number in addition to other description.

449. The Desk Lieutenants or Acting Lieutenants in the Precincts are charged with the duty of reporting this information in a proper manner as outlined above, and the Captains of the Precincts will be held strictly responsible for the performance of this duty in accordance with regular Departmental Rules and Regulations.

450. Sample alarms containing explanations denoting the meaning and significance of all terms and symbols used in alarms will be sent to all Precinct Stations at intervals by the Chief Identification Clerk of the Bureau of Criminal Identification and Records.

451. All messages, orders, and alarms will be received in triplicate and are to be distributed as follows: The Original or White copy will be kept in binders at the Precinct Station Desk according to their denomination. The Duplicate or Cherry Copy will be placed on the bulletin board in the Assembly Room. The Triplicate or Yellow copy will be kept in the office of the Precinct Commander.

452. The Desk Lieutenants or Acting Lieutenants assigned to receive Teletype messages and alarms shall remove the three copies from the receiving instruments simultaneously, making certain to cut them not more than, and nearly as possible, to five (5) inches in length. Messages over five (5) inches in length will be continued on a second page.

453. Upon completion of a message, the Desk Lieutenant or Acting Lieutenant will carefully examine it, and if any part of message is not understandable, shall immediately communicate with the Teletype Section. The message will then

be rebroadcast with the clarification or correction inserted.

454. Each Precinct will be supplied with four binders, in which the alarms, general orders, special orders, and miscellaneous messages will be filed at the Precinct Station Desk. Each type of message will be filed in a separate binder in proper order; the latest message to be placed on top, face upward. These binders measure six inches by nine inches and are of the post extension type. Each message will be perforated on the right hand side and punch guides will be furnished for this purpose.

455. It shall be the duty of the Desk Lieutenant or Acting Lieutenants in the Precincts to cause the information contained in alarms to be transmitted over the Police Signal System to members of the Department on patrol. The Commanding Officer of the Precinct will be held strictly responsible for the performance of this duty in accordance with regular Departmental Rules and Regulations.

456. If, in the judgment of the Commanding Officer or Desk Lieutenant of the Precinct to whom a case is reported, best results might be obtained by immediate action, the information pertaining to an alarm should be sent over the Police Signal System or other proper action taken in such emergencies, without waiting for the general alarm to be received from the Teletype Section. In all such cases, however, the Teletype Section should first be notified.

457. In order that alarms may be cancelled properly, it shall be the duty of Commanding Officers of the Precincts, Desk Lieutenants or Acting Lieutenants in the Precincts where the apprehension is effected or the property recovered, etc., to notify the Chief Identification Clerk in charge of the Bureau of Criminal Identification and Records, giving complete information in the case, so that the cancellation may then be sent out.

458. At the beginning of each tour of duty, the Desk Lieutenant or Acting Lieutenant shall inspect the Teletype receiving machine to see that it is in proper working order. The roll of paper in the machine should be watched carefully and should be replaced when necessary.

459. Should any receiving machine fail to function properly at any time, it should be reported immediately to the Chief Identification Clerk, and the Desk Lieutenant reporting such difficulty shall

state, as far as possible, the kind of trouble experienced, making an entry in the Desk blotter of the time and number of last message properly received and the time notification was given to the Chief Identification Clerk. The Chief Identification Clerk will arrange for the proper repair of the machine. When the machine is restored to service the Desk Lieutenant shall make an entry in the Desk Blotter of the time of restoration of service and number of first message properly received. The Desk Lieutenant shall then notify the Chief Identification Clerk that the machine is restored to commission and shall further inform him of the number of messages that were not received during the period the machine was out of service. The Chief Identification Clerk will thereupon cause to be sent to that station duplicates of all the messages that were not received.

447. All alarms and messages will be referred to by Type, Number and Date, for example "Missing Persons, Alarm No. 100, April 30, 19

RADIO DIVISION

448. For the purpose of prompt transmission to members of the Department on patrol in radio-equipped automobiles of all urgent alarms and of other police information exclusively in instances where other means of communication are not sufficiently expedient, a system of radio communication shall be maintained. This Division shall consist of a radio transmitting station, a radio repair and maintenance unit and automobiles equipped with radio receiving apparatus.

449. The radio transmitter and all equipment appertaining thereto shall be the property of the City of Newark. No major repairs or changes shall be made thereon without the approval of the Director of Public Safety.

450. The maintenance of the Radio Division shall be under the general supervision of the Chief of Police and, under the immediate supervision of the Commanding Officer assigned thereto by the Director of Public Safety.

451. The functions of the Radio Division shall embrace the broadcasting of all police alarms and of all other necessary police information to the various radio-equipped units of the Department, also such other information as may be required by the Rules and Regulations of the Department or ordered by the Director of Public Safety.

452. The personnel of the Radio Division shall consist of such members of the Department as may be assigned thereto from time to time by the Director of Public Safety and in accordance with the provisions of the Federal Communications Act.

453. Members of the Department assigned to duty in the Radio Division shall conform to all Rules and Regulations of the Department applicable to their rank, and shall be chargeable for violation thereof in the same manner as other members of the Department.

RADIO DISPATCHERS

454. A Dispatcher shall be a member of the Department especially assigned to radio dispatching in the headquarters of the Radio Division at Police Headquarters. He shall transmit all necessary police alarms, messages and information with accuracy, speed and conciseness to all concerned. All messages shall be written on proper form before transmission, and shall be properly recorded in manner prescribed.

455. A Dispatcher shall wear such uniform as prescribed by his Commanding Officer.

456. A Dispatcher shall be a radio-operator duly licensed by the Federal Communications Commission under the Communications Act. He shall be thoroughly familiar with the Rules and Regulations of the Communications Act and of the Federal Communications Commission and shall be thoroughly conversant with the functioning of a radio-telephone station.

457. A Dispatcher shall at no time use profane, obscene or suggestive language while broadcasting, nor shall he transmit any superfluous messages.

458. Upon being apprised that the receiver in any unit is out of order a Dispatcher shall forthwith notify the Superintendent of Radio Maintenance or his duly authorized representative, so that the defective receiver may be repaired as quickly as possible.

459. All messages shall be repeated at least once, at intervals of about ten seconds, after the initial broadcast.

460. A test message shall be broadcast at intervals of fifteen minutes, starting on the hour, which shall include the correct time and the station call letters.

461. At the conclusion of each broadcast, a Dispatcher shall identify himself by giving his num-

ber and shall also give the correct time and station call letters.

472. When the crew of a radio patrol car is not heard from within fifteen minutes from the time it was directed to the scene of a police emergency or given a message, a Dispatcher shall send an other call for the car, repeating the message originally given. If the second call is not answered within five minutes, it shall be given to another crew to respond, and to the Superior Officer assigned to the District to investigate and report cause of negligence.

473. The registration numbers of all automobiles wanted in connection with major crimes shall be broadcast for four consecutive tours.

474. A map of the City shall be maintained in the Dispatching room at Police Headquarters. This map shall show the boundary lines of all Precincts and of all the sectors patrolled by radio patrol cars, together with the Department serial number of such cars. This map shall be used by Dispatchers in ascertaining the numerical designation of radio cars nearest to the scene of an emergency.

475. Whenever it is necessary to remove any radio patrol car to the garage for repair, a substitute radio car shall be placed in service, and all alarms shall be dispatched in the same manner as when the original car was in service.

RADIO OPERATORS

476. All radio operators shall be members of the Department specially assigned to operate the transmitting station, and shall be holders of a radio operator's license as required by the Communications Act and by the Rules and Regulations of the Federal Communications Commission. They shall be under the immediate supervision of the ranking officer commanding the station but insofar as duties appertaining to the mechanical and technical operation and details of the apparatus, they shall be subject to the orders of the Supervisor of the Radio Transmitter.

477. Operators shall be on duty at such hours as may be prescribed by the Supervisor of the Radio Transmitter.

478. The radio transmitter at no time shall be left unattended. The operator shall not leave the transmitting room unless properly relieved.

479. Under no circumstances shall persons be permitted in the transmitting room without per-

mission of the Director of Public Safety, the Chief of Police, the Commanding Officer of the Radio Division, or the Supervisor of the Radio Transmitter, or their properly authorized representative.

480. Operators shall be in charge of the transmitter during their tour of duty and shall be required to maintain a log, as required by the Rules of the Federal Communications System. They shall see that all tubes in the transmitter are working normally, and that the correct frequency and modulation are maintained.

MAINTENANCE UNIT

481. The personnel of the Maintenance Unit shall be composed of members of the Department assigned thereto and shall be under the immediate supervision of the Commanding Officer assigned thereto. They shall be on duty at such hours as prescribed by the Commanding Officer.

482. In the event of the failure in operation of any radio receiving set in any radio patrol car, the set shall be replaced in the field. The dispatcher shall be notified when the replacement is completed and a test message shall then be broadcast for the purpose of testing the operation of the replacement set. Radio receiving sets at other locations shall be repaired thereat unless it be deemed advisable to make a replacement.

483. In all cases when repairs are completed, members of the Maintenance Unit shall immediately phone the Dispatcher to ascertain whether or not other sets require attention. If not required elsewhere, they shall return to the Maintenance shop.

SUPERIOR OFFICERS

484. Supervisory districts shall be established and Superior Officers assigned thereto by the Commanding Officer of the Radio Division, subject to the approval of the Director of Public Safety.

485. Superior Officers shall have immediate supervision of the radio patrol crew, and, when so ordered by the Commanding Officer of the Radio Division, of Patrolmen on foot patrol and Patrolmen on special duty in their respective districts. They shall firmly and impartially enforce the performance of duty by Patrolmen under their supervision, and where necessary shall advise and aid them in the proper discharge of their duties.

They shall immediately investigate any instance of neglect of duty, willful disobedience of orders, or violation of the Rules and Regulations observed or brought to the attention during their respective tours and shall report in writing the results of such investigation to the Commanding Officer of the Radio Division, or to the Commanding Officer properly having cognizance thereof.

RADIO PATROL CARS

484. The crew of each radio patrol car in a Precinct shall consist of a uniformed member of the Department assigned to operate the car and a uniformed member assigned to record alarms and messages.

487. Members assigned to duty in radio patrol cars shall report at their respective commands fifteen minutes before going on patrol for the purpose of answering roll-call and to receive any orders or instructions, also to record in their memorandum books the registration numbers of stolen automobiles and other pertinent police information.

488. When reporting off duty, the car shall be driven to the Precinct Station at the expiration of the tour of duty and the crew shall remain in the car until properly relieved.

489. The equipment carried in the car shall be inventoried at the time the crews change tours. Both crews shall be held responsible for the good condition and safe-keeping of all emergency equipment. They will be checked on the log sheet, which shall be signed by both members of the crew. The receipt shall then be turned in to the Desk Lieutenant and forwarded, through regular channels, to the Headquarters of the Radio Division at Police Headquarters. If any of the emergency equipment is out of order, damaged or missing, a report, giving all the facts, shall be submitted.

490. Each radio car shall be provided with a log book in which all alarms directed to the car are entered, also all General Alarms, stating time received, location, nature of complaint and dispatcher's number, as well as the action taken.

491. In making entries on the log sheet carried in radio patrol cars, the following method of procedure shall be observed. All general alarms and all alarms and messages specifically directed to the crew of a car shall be entered on the log. This

entry shall show the time received, and the location of the emergency. The time as given by the Dispatcher at the conclusion of each broadcast will be considered the official time of the message. The Dispatcher's official number shall also be shown. A supplementary report will be submitted in the event police action ensues as the result of any alarm or message.

492. Crews will patrol their respective districts unless otherwise actively engaged in a particular police duty or are officially reported out of service. Business districts, especially where banks or other financial institutions are located and are open for the transaction of business, should be given special attention.

493. Members assigned as chauffeurs shall operate cars at a moderate rate of speed and in such manner as will enable them to observe any condition that may require police action, and shall adhere to the method of patrol as prescribed for foot Patrolmen except as otherwise directed. All the Rules and Regulations as established for the guidance of members of the Department of whatever rank, as outlined in the Rules and Regulations, shall apply to members assigned to duty in the Radio Division insofar as they are applicable and not in conflict with the specific Regulations that apply to them.

494. The member of the Department assigned as chauffeur of a radio patrol car shall see that the machine is properly supplied with fuel and oil and be certain that the oil in the engine crank-case is maintained at the proper level at all times. A daily record of the mileage covered and of the amount of fuel and oil consumed shall be kept and the tires shall be frequently inspected to see that the proper air pressure is maintained.

495. The Dispatcher shall be notified immediately in the event that any radio patrol car is taken out of service for any reason. He shall also be notified when the car is returned to service.

496. The radio receiving set in a radio patrol car shall be in operation while the machine is being replenished with fuel or oil and the car shall be kept in a condition that will enable the crew to respond to a call should it be required.

497. Cars assigned to radio patrol shall not be left unattended except when there are two or more radio patrol cars present at the scene of an emergency, or in case of an extreme emergency.

Should it be necessary that a radio patrol car be left unattended, the receiver will be placed in an inoperative position unless otherwise directed by the Dispatcher. In such cases, the motor of the car shall be stopped, the hand brake set and in cases which require that the car be left unattended on the street, both doors locked.

488. A writing board shall be carried in all radio patrol cars and copies of all forms in use shall be kept on this board. Forms in reserve shall be stored in the envelope furnished for this purpose. The registration numbers of all stolen automobiles and of all automobiles wanted in connection with crimes shall be recorded on the celluloid board furnished for this purpose.

489. When the crew of a radio patrol car receives a message relating to a police emergency within a radius of five blocks from where the car is patrolling, this call shall be answered unless otherwise directed. This ruling will apply regardless of Precinct or district boundary lines.

500. While proceeding to the scene of an emergency, the crew of a radio patrol car shall be alert and observant in an effort to detect any suspicious persons or vehicles coming from the general direction of the scene of the emergency, who or which may have connection with the reported call.

501. Cars shall be operated at a moderate rate of speed while on patrol and the chauffeur shall observe all traffic regulations. In emergencies, responses shall be made as quickly as possible, consistent with careful driving and in conformity with the provisions of law relating to the operation of police vehicles. Drivers shall take all precautions to avoid accidents.

502. When proceeding to the scene of a reported crime, gloves shall not be worn. Patrolmen shall, if practicable, carry the service revolver in the hand, in serious emergencies. Where circumstances do not require the carrying of the revolver in the hand, it shall be released from the safety catch of the holster and placed in a position where it can be readily drawn.

503. If the address as given in an alarm or message is not correct, or is not the actual location, inquiries and observations shall be made in order to ascertain the correct location of the premises.

504. Members assigned to duty in radio patrol cars shall not be assigned to tasks which would

divert them from their designated duties nor shall they be used to deliver messages or sent in response to an alarm that can be handled by a Precinct Patrolman. Persons other than members of the crews on duty shall not be conveyed in radio cars.

505. Upon completion of the necessary police duties in compliance with the directions contained in a radio alarm, the member of the crew assigned to record messages of the first car to arrive at the scene shall promptly telephonic the following information to the Dispatcher: His name and rank, the car number of all police cars present, the number of the first car to arrive, the location and the nature of the emergency, what police action was taken and whether or not any further police action is necessary, and, whether or not any assistance is required.

506. When the services of the car or cars is no longer required at the scene of an emergency, the Superior Officer in charge shall order the crew or crews to resume patrol in their respective districts, and shall immediately notify the Dispatcher of his action. Where no Superior Officer is present at the scene of an emergency, it shall be the duty of the crew first to arrive on the scene to assume charge and to order the crew or crews to resume patrol and to so notify the Dispatcher as is required of a Superior Officer.

507. It shall be the duty of the crew of a radio patrol car to notify the Dispatcher within fifteen minutes of the receipt of any message or alarm directed to them, and to apprise the Dispatcher of the nature of the emergency and the action taken. Failure to report within twenty minutes from the time an alarm or message is broadcast will be deemed neglect of duty and the delinquent crew members charged accordingly.

508. Adjustments and repairs to any part of the radio equipment shall be made only by members of the Department assigned to such work.

509. A test message shall be broadcast at intervals of fifteen minutes beginning on the hour. When no test message is received by the crew of a radio patrol car, the Dispatcher shall be notified immediately. Another test message shall then be broadcast. If the call is not received, the set shall be reported as being out of order. The Dispatcher shall immediately make arrangements to have the defective receiver repaired. Unless other-

wise directed, the car shall be stationed at a designated location until the arrival of the radio service crew. Upon completion of the necessary repairs, the car shall resume patrol.

510. Whenever a member of the Department, regardless of the duty to which he is assigned, has occasion to purchase an automobile wanted in connection with a crime and fails to apprehend it, he shall immediately telephone full details to the Dispatcher, who shall then broadcast an alarm for the vehicle.

511. Detectives or any other members of the Department on duty in civilian clothes at a location where their presence may appear suspicious to citizens shall inform the Dispatcher as to their location and as to the probable length of time they will be present at such location.

512. In serious emergencies, where the immediate dissemination of information is of paramount importance the member of the Department who receives the information first shall forthwith notify the Dispatcher of all available details and shall then take whatever action is necessary until assistance arrives, and then make official report according to regular procedure.

513. Desk officers shall promptly notify the Dispatcher of all important cases or of other messages or alarms that are to be broadcast to radio patrol cars. A proper record of such information shall also be made as required by the Rules and Regulations.

514. These Rules and Regulations are intended to define the main duties and responsibilities of the members assigned to the Radio Division. They are not to be construed as governing every case that arises in the performance of duty, details must necessarily be left to the discretion and sound judgment of the individual.

515. Members having charge of equipment, such as radio apparatus, automobiles, Departmental stationery forms and emergency equipment (carried in radio patrol cars), shall be held personally responsible for the proper care and safe custody of such articles.

516. Members of the Department assigned to duty in radio patrol cars are primarily responsible for the prevention of crime, the apprehension of criminals, the enforcement of city ordinances, and the criminal laws of the State. In civil cases, they

shall not interfere, except to prevent a breach of the peace or to preserve order.

517. Members shall be on time when reporting for duty and must be orderly and neat in appearance and dressed and equipped in conformity with the Departmental Regulations.

MAINTENANCE AND EQUIPMENT UNIT

518. Department motor vehicles and chauffeurs detailed to operate same shall be under the direct charge of the Commanding Officer of the Precinct or other unit of the Department to which assigned and the maintenance and repair, cleaning and polishing of such vehicles, the readiness and orderliness of garages and equipment shall be chargeable to the Commanding Officer of the Maintenance and Equipment Unit who shall have power to promulgate such minor rules and regulations governing the efficient and economical operation of Department motor vehicles, as he may deem necessary subject to the approval of the Chief of Police.

519. Auto patrols and patrol wagons and chauffeurs of same shall be under the immediate charge of the Captains of the Precinct to which such vehicles are assigned. Captains shall require these vehicles to be kept clean and in good condition at all times.

520. Chauffeurs shall co-operate with one another, bearing in mind that they are policemen responsible for the performance of all police duty, and subject to all Rules and Regulations applicable to them as members of the Department, they shall cheerfully respond and give such physical assistance as may be required in arrest or emergency when so requested or it is obvious that such physical assistance is, or may be necessary.

521. Under no circumstances shall women, except members of the Department, be permitted to ride in Department motor vehicles unless for a necessary purpose in the discharge of police duty.

522. Chauffeurs shall operate Department motor vehicles with care, and keep same clean, in good condition, and running order, they shall promptly report to the officer in charge of such vehicles all needed repairs or supplies.

523. Chauffeurs shall not keep the engine running while a motor vehicle is not in actual use, nor occupy any streets so as to interfere with the use of such street by other vehicles.

534. Chauffeurs shall remain on duty until properly relieved, unless sooner relieved by a Superior Officer. Under no circumstances shall they leave the garage unless ordered or properly accused.

535. The Commanding Officer of the Maintenance and Equipment Unit shall have general supervision of all Department automobiles, and equipment pertaining thereto, and all Department Chauffeurs shall obey his orders and instructions insofar as they pertain to the care and operation of said automobiles. He shall frequently inspect all Department automobiles, and will be required to report neglect thereof. Offending chauffeurs will be deemed neglectful, and will be removed from detail and subject to charges.

536. Every Department motor vehicle must be thoroughly washed and cleaned at least once a week, and when more than one Chauffeur is assigned to a vehicle each must take his turn doing this work. Thorough washing and cleaning of vehicles means the same attention to parts which are not visible without inspection, as to the parts which are readily seen. If necessary vehicles will be taken out of service to permit this work to be done properly and in such cases Desk Lieutenants will arrange among themselves for other vehicles to respond to calls so that the business of the Department is not interrupted. In stormy weather, the running gear, underneath mud guards, etc., should be cleaned immediately with a slow stream of water, so that mud and other accumulations are not permitted to dry and harden thereon. This rule also applies to the extra vehicles when in service in any Precinct or other Department garage, which shall be given the same attention as the vehicles regularly in use.

537. Chauffeurs shall see that the oil is at proper level in the crank case, and shall fill radiator and fuel tank and keep a record of the oil and fuel used, the mileage as recorded on the speedometer, and shall frequently test tires for proper air pressure.

538. When only one Chauffeur is assigned to a Department automobile, such Chauffeur shall be entirely responsible for keeping such automobile clean, and in good running order, greasing, oiling, and making all minor repairs and adjustments. Whenever in doubt as to needed repairs or adjust-

ments he will report to his Commanding Officer the condition giving trouble.

539. When two Chauffeurs are assigned to an automobile, their duties in this respect will be as follows:

No. 1. Clean engine and all parts thereof or connected therewith under the hood, clean spark plugs, fill all grease cups under the hood and turn same down daily, lubricate fan bearings, generator, starter and steering column, clean and fill grease cups under the floor boards and lubricate wherever oil is required.

No. 2. Lubricate clutch, grease universal joint at least every two weeks, fill all grease cups, including those on springs and spindle bolts, keep proper amount of grease in rear end and hub caps, and, in general, be responsible for the proper lubrication of automobile whenever needed or required, except such parts as are in charge of Chauffeur No. 1.

540. Whenever three Chauffeurs are assigned to an automobile, their duties shall be as follows:

No. 1. Clean engine and all parts thereof, or connected therewith under the hood, including spark plugs, fill all grease cups under the hood, and turn same down daily, lubricate fan bearing, rocker arms, generator and steering column.

No. 2. Properly clean and lubricate all parts under floor boards, keep grease cups filled and turned down daily, lubricate clutch, starter, etc.

No. 3. Fill universal joint with grease at least every two weeks, keep all grease cups under automobile and on sides (springs, spindle bolts, etc.) filled with grease and turn same down daily, keep grease in rear and hub caps, etc.

541. Chauffeurs while on duty in Precincts shall keep the garage and shifting runways, areaways and sidewalks clean, neat and sanitary, and will not permit dirt or rubbish to accumulate in any part thereof. They shall keep entrances to the garage, and all sidewalks, yards and areaways connected therewith, free from ice and snow.

EMERGENCY DIVISION

632. Under the supervision and command of a ranking Superior Officer selected by the Director of Public Safety a unit known as the Emergency Division shall be maintained in the Department. The Commanding Officer of this Division shall report to the Superior Officer designated by the Director of Public Safety, and shall be responsible for the discipline and efficiency of his subordinates. A Superior Officer of the Department shall be in charge at all times and members on duty shall be required to instantly respond whenever their services are required.

633. The Emergency Division shall be made up of specially trained personnel and emergency equipment and shall be used in cases of great hazard to life and property, at riots, dangerous fires, and similar situations.

634. Members of the Emergency Division when arriving at the scene of an emergency shall immediately establish police lines, and shall be responsible for the placing of all members of the Department who arrive at the scene, until the arrival of a Superior Officer.

635. The officer in command at the scene of an emergency shall release the members of the Emergency Division as soon as their services can be dispensed with promptly notifying the Telephone Operator at Headquarters of such action. The Commanding Officer of the Emergency Division shall after leaving scene of any emergency, proceed to the nearest police signal box and notify Radio Dispatcher. He shall immediately notify the Telephone Operator at Police Headquarters upon his return to quarters. He shall stamp time of leaving and return to quarters on Emergency Run Form.

636. All Superior Officers assigned to Emergency Division shall have and efficiently maintain forms known as Equipment Compartment Forms showing all equipment and the location of each article of equipment on the truck's and apparatus floor proper. The Officer in charge of Squad shall be responsible that each article listed on such forms is available and in a serviceable condition. He will have a careful check made by squad members of all equipment in their respective compartments on each tour of duty. Any property damaged, destroyed or lost shall be reported forthwith to Commanding Officer. All

Emergency Division equipment temporarily left at scene shall be accounted for on usage form, and record of same made in Desk Blotter when returned.

637. Only those members of the squads who have been qualified to operate the Emergency Division trucks and who have been designated by the Commanding Officer of the Emergency Division as chauffeurs of such trucks, will be permitted to operate them. At the scene of an emergency, the chauffeur of each emergency truck shall remain in charge thereof, and at no time will leave the truck unguarded.

638. A squad blotter shall be maintained by each squad in which the Desk Squad Commander shall enter all roll calls and all active police duty performed by each Squad.

639. Emergency Division Squads shall not be called upon to respond to calls requesting oxygen for the treatment of pneumonia or other diseases, unless requested by a physician to save life. Persons making such requests shall be referred to the City Hospital. Record of all calls to which members respond upon request of a physician for oxygen shall be recorded in desk blotter and on physician's oxygen form.

640. Emergency Division trucks shall not be used for towing automobiles. Emergency Division Wrecker shall be used for this type of emergency service.

641. Emergency Division motorboat and rowboat, stationed at Centre Street Dock, shall be used by Emergency Division Squads whenever necessary for all water emergencies.

642. Except with the permission of the Commanding Officer the Emergency Division shall be used for no other purpose than as set forth in the Rules and Regulations.

643. The following records shall be maintained in the office of the Emergency Division

(a) Blotter.

(b) Daily, Monthly and Yearly classified reports of activities of Emergency Division.

(c) Inventory Record of Emergency Division property.

TRAFFIC DIVISION

644. There shall be a branch of the Department designated as the Traffic Division which shall be under the supervision of a ranking officer design-

nated by the Director of Public Safety. It shall consist of a Commanding Officer and such members of the Department as may from time to time be assigned thereto by the Director of Public Safety.

545. Members of the Traffic Division shall cooperate with one another bearing in mind that they are policemen responsible for the performance of all police duty and required to observe all the Rules and Regulations and cable to them as members of the Department. They shall make note of and report all cases calling them from special duty or assignment.

546. Superior Officers assigned to duty in the Traffic Division shall have supervision of all subordinate members assigned thereto and shall report in writing to the Commanding Officer of the Traffic Division all violations of the Rules, Regulations or orders on the part of such members. Upon observing a violation of the Rules, Regulations or orders on the part of a subordinate member and under their immediate supervision make duplicate report of the facts in the case to the Commanding Officer of the Precinct or other branch of the Department to which such member is assigned. They shall inspect the memorandum books of Patrolmen on traffic duty and see that all are properly recorded thereto, and that they have familiarized themselves with important points.

547. Superior Officers are particularly charged with exacting the proper performance of duty from members of the Traffic Division assigned to traffic posts, horse or motorcycle mounted, or special traffic duty within the territory subject to their supervision and shall see that such members are particularly and efficiently schooled in the rules and practices pertaining to the regulation of pedestrian and vehicular traffic. They shall see that mounted members under their supervision are properly and carefully schooled in the rules and practices for the humane treatment of the horses assigned to them, and that those members assigned to motorcycle duty are carefully schooled in the rules and practices for the proper care and operation of motorcycles, and that each member under their supervision is properly uniformed and equipped.

548. Superior Officers while on patrol duty shall, unless assigned to a radio equipped vehicle, at least once every hour at a specified time, com-

municate with the office of the Traffic Division, or the station of such Precinct in which they are performing duty to ascertain whether there are any matters requiring their attention.

549. Superior Officers shall be subject to all the Rules and Regulations promulgated for the guidance and government of Superior Officers of their corresponding rank, insofar as they are applicable and do not conflict with the specific Rules prescribing their duties.

TRAFFIC DIVISION COMMANDER

The Commanding Officer of the Traffic Division shall have charge and control of the Traffic Division and immediate supervision subject to the orders of the Chief of Police, of all Lieutenants, Sergeants, Patrolmen, and all other members of the Department who may be assigned to duty in the Traffic Division. He shall be particularly charged with the proper and efficient enforcement of all laws and ordinances pertaining to vehicular and pedestrian traffic regulations on the public highways within the City. He shall be held to strict accountability for the traffic conditions in the City and the general good order and efficiency of the Traffic Division. He shall regulate the proper placing of signs for the direction of traffic, warnings, etc., and cause the same to be kept in good condition and properly lighted at night. He shall, with the approval of the Chief of Police, station officers to direct traffic at certain and particular street intersections where traffic is heavy and continuous or hazardous, such stations to be permanent traffic posts and part-time posts as conditions may require. He shall also, with the approval of the Chief of Police, assign to motorcycle duty on patrol posts such number of men as will be adequate for the special purpose of efficiently enforcing the traffic laws and ordinances and the suppressing of speeding and the reckless driving of all vehicles.

THE TRAFFIC DIVISION COMMANDER SHALL

550. Have charge of and be responsible for, all horses, implements, signs, signals, and all other equipment belonging to the city and used by the Traffic Division. He shall have charge of all the records, books, charts, files and other office equipment of the Traffic Division and shall be held responsible for their proper and efficient care and

keeping. He shall receive at his office all reports from members of the Traffic Division, and keep or cause to be kept proper records of such information.

551. Have such hours of active duty as may be prescribed by the Chief of Police. He shall remain in his office in the Traffic Division during such periods of time as his presence there is required. When not required on duty in his office he shall as often as practicable make tours of the City, and shall also make tours at least once a week during the night time for the purpose of noting traffic conditions and informing himself as to the conduct and performance of the men under his command. He shall from time to time make such recommendations to the Chief of Police as he may deem advisable for securing the maximum efficiency in the enforcement of traffic laws and regulations, the orderly movement of traffic, the prevention of accidents, and the protection of life and property.

552. Investigate and take necessary action in the matter of such complaints as may be referred to the Traffic Division concerning accidents and violations of the Traffic Regulations, and keep and maintain in his office a record of such complaints and the action taken respecting same. He shall also maintain such classified records, charts, and books as may be from time to time prescribed by the Chief of Police.

553. Report in writing to the Chief of Police any neglect of duty or improper conduct or lack of efficiency on the part of any member of the Traffic Division, and shall call the attention of the Chief of Police to matters of police importance of which he has knowledge. He shall also inform the Chief of Police of any commendable service or act of bravery performed by any member or members of his command and shall also recommend from time to time such members of his command as have shown extraordinary qualifications for special duty.

554. Promptly issue to the membership of his command, or any individual or individuals thereof, all orders received from the Chief of Police affecting such membership, such orders to be written or typed, and a copy of same kept on file in his office.

555. Investigate all complaints made by citizens or police officers against members of his Command, and immediately thereafter submit a written report of his findings to the Chief of Police.

556. Submit daily to the Chief of Police, not later than 10 00 A. M., the daily report sheet as form provided, showing the disposition of his force and officers during the twenty-four hours ending at 5 00 A. M. and make such other reports as may be required from time to time.

557. Be subject to all the Rules and Regulations laid down for the guidance and government of all Division Commanders, insofar as they are applicable and do not conflict with the specific rules prescribing the duties of the Traffic Division Commander.

TRAFFIC ENGINEERING BUREAU

There shall be a Traffic Engineering Bureau, the personnel thereof consisting of a Traffic Engineer and such other members of the Department as may from time to time be assigned thereto by the Director of Public Safety.

The Traffic Engineering Bureau shall be under the supervision of the Traffic Engineer, subject to the orders of the Commanding Officer of the Traffic Division, to whom he shall be directly responsible, and to whom he shall report all matters relating to, or affecting the Bureau.

THE TRAFFIC ENGINEER SHALL:

558. Perform such duties as may be required of him by his Commanding Officer.

559. Instruct members of the Department in the proper care and handling of all automatic traffic signals, and see that all instructions are fully complied with and report to the Commander of the Traffic Division any damage to any such apparatus, or any part thereof, by the careless handling or operation of same on the part of any member of the Department.

560. Prescribe such regular hours of duty for his assistants or other members of the Bureau, and such other hours as the exigencies of the service require, and all members thereof will be subject to any emergency call by the Traffic Engineer.

561. Be immediately notified of any defects in the traffic signal system so that prompt measures can be taken to remedy same.

562. Confer frequently with the Traffic Division Commander regarding traffic conditions, automatic traffic signals and traffic signs and report to the Traffic Division Commander in writing on all

matters pertinent to the Traffic Engineering Bureau.

563. Be held responsible for the economical use, safekeeping and proper care of all Department property used in his Bureau, including tools, wires, cables, and accessories, as well as all office equipment, including records, books, charts, maps, files and stationery.

564. Submit to the Traffic Division Commander on or before the 15th day of January, a typewritten consolidated report of the activities of the Traffic Engineering Bureau for the previous year.

565. Submit to the proper authority samples of all materials and forms to be used by the Bureau, and when supplies are delivered will see that they conform to specifications.

TELEGRAPH SIGNAL BUREAU

566. There shall be a Telegraph Signal Bureau, the personnel thereof shall consist of a Superintendent, and as many Lieutenants or other members of the Department as may be assigned to duty therein from time to time by the Director of Public Safety.

567. The said Bureau shall be under the supervision of the Superintendent of the Police Telegraph Signal System, subject to the orders of the Commanding Officer in charge of Precincts.

568. The Superintendent shall be held responsible for the proper mechanical and electrical operation of the telegraph signal systems throughout the Department. He shall frequently test, or cause to be tested, all wires, equipment and electrical apparatus in use in the system and keep same in constant fit condition for accurate and efficient service. He shall supervise all construction and installation work pertaining to the maintenance of the system. He shall be subject to call at any hour of the day or night for the purpose of supervising or making necessary repairs to the system. He shall be immediately notified of any defects in the system.

569. The Superintendent shall be held responsible for the conduct and proper performance of duty of the members of the Bureau. He shall receive at his office all reports from Lieutenants, or other members of his command, daily reports of work assigned to them and shall keep, or cause to be kept, accurate and proper records of such information.

570. The Superintendent shall be held responsible for the proper care, use and keeping of all Department Property, including signal desks, signal boxes, controllers, wires, cables, tools, batteries and battery material, as well as all office equipment, including records, books, charts and files, and all automobiles and equipment assigned to said Bureau.

571. Lieutenants or other members assigned to the Telegraph Signal Bureau shall have such regular hours of duty as prescribed by the Superintendent.

572. The Superintendent shall, with the approval of the Commanding Officer of Precincts, arrange a schedule for vacations or other absences of Lieutenants or other members of the Bureau, so that a sufficient number are available for any emergency.

573. Members of the Telegraph Signal Bureau shall be subject to all the Rules and Regulations laid down for the guidance and government of all members of the Department, insofar as they are applicable and do not conflict with the specific rules prescribing the duties of members of this Bureau.

574. The Superintendent shall instruct members of the Department, who may operate the various apparatus, in the proper care and handling of same and shall see that all instructions are fully complied with. He shall report to the Commanding Officer of Precincts any damage to any apparatus, or any part thereof, caused by the careless use of same by Department members.

575. The Superintendent shall submit samples of all materials and forms to be used in the Bureau to the Chief Clerk and when supplies are delivered, will see that they conform to specifications.

576. The Superintendent shall submit a written report to the Commanding Officer of Precincts from time to time on the condition of the system, and during the first week of January each year shall submit a consolidated report of the activities of the Telegraph Signal Bureau for the year.

POLICE ACADEMY

577. There shall be an Academy for the proper training and education of all members of the Department who may be required to attend, which shall be in charge of a ranking officer designated by the Director of Public Safety, and he shall

have immediate supervision, and control of such personnel as may be assigned to the Academy subject to the orders of the Chief of Police. He shall be held strictly responsible for the attainment of the highest possible degree of development and accomplishment by the members attending through the efficient application of the system or courses of instruction established for such purpose.

578. He shall with the assistance of such members of the Department or other persons as may be designated carefully instruct all members attending the Academy on the subjects of criminal laws and city ordinances, rules, Rules and Regulations of the Department, department discipline, evidence and its proper presentation in court cases, criminal investigation, observation, the law of arrest, the use of force, humane handling of prisoners, duties at parades, public functions, fires, riots, etc., precautions at the scene of a crime, report writing, hygiene, first aid to the injured, military courtesies and drill, firearms and target practice, and such other subjects as may be prescribed by the Director of Public Safety.

579. He shall have such hours of duty as may be prescribed by the Director of Public Safety, and shall be subject to all the Rules and Regulations for the guidance and government of members of the Department of equal rank, insofar as they are applicable and do not conflict with the specific Rules and Regulations prescribing the duties of the Police Academy Commander.

580. Members of the Department ordered to attend the Academy for training and instruction, shall obey and respect the Officer in charge and his assistants, and shall give strict attention to such training and instructions.

581. The Police Academy shall be open during such hours as the Director of Public Safety may designate, and all members of the Department required to attend shall report promptly at the time ordered. Failure to attend, unless properly excused, in which event the officer in charge of the Academy shall be notified by competent authority prior to the beginning of the session, shall be deemed "Absence without leave," and punishable accordingly.

582. The officer in command of the Academy shall report in writing to the Chief of Police any absence, inattention or improper conduct on the part of any member of the Department attending the Academy, also the names of those members of

the Department who from time to time satisfactorily complete the courses of training and instruction, and shall also report those members of the Department failing to qualify in the designated period of time and such members shall be required to attend the Academy for an additional period, at such time as directed by the officer in charge of the Academy, through the Chief of Police.

CHEMICO-TECHNICAL AND BALLISTICS LABORATORY

583. The Chemico-Technical and Ballistics Laboratories shall consist of a Chemist, a Firearms Technician, and such assistants and clerical force as may be assigned thereto by the Director of Public Safety.

584. The offices of the Chemico-Technical and Ballistics Laboratories shall be located in the Department Academy, and the hours of duty of the personnel thereof shall be fixed by the Commanding Officer of the Academy, subject to the approval of the Director of Public Safety.

585. The Chemist shall make or cause to be made analyses of such objects, materials, explosives, or other substances or things as may be sent him by the proper authorities in accordance with official orders, and shall report his findings, through official channels, to the Chief of Police.

586. The Technician in charge of the Ballistics Laboratory shall make examination of such objects, materials or specimens of firearms, ammunition and related subjects in the field of Forensic Ballistics as may be sent him by the proper authorities in accordance with office orders, and, in addition, where required, conduct tests and prepare photomicrographs of specimens submitted to him and report his findings, through official channels, to the Chief of Police.

587. Articles, objects, or specimens, of whatever nature, submitted for test, examination or analysis to the Chemico-Technical or Ballistics Laboratories shall be properly marked or labeled for identification and accompanied by a requisition stating the nature of work required.

588. The Chemist and Firearms Technician shall make requisition through the Commanding Officer of the Department Academy, for all materials and equipment necessary for the operation of their respective laboratories.

559. The Department Chemist shall make analyses of such fuels, lubricants and other materials purchased by the Department of Public Safety and the Bureau of Central Purchase as may be submitted to him by proper authority in accordance with official orders, and make report based on accepted standards of purity, of his findings.

560. The Department Firearms Technician shall make such tests and exam nation of firearms, ammunition and related materials purchased by the Department of Public Safety and the Bureau of Central Purchase, as may be submitted to him by proper authority in accordance with official orders, and make report based on accepted standards of safety and dependability, of his findings.

561. The Department Chemist and Firearms Technician, in their respective fields shall be prepared to give testimony in court on any subject of which they have cognizance, whenever such may be required and to this end shall at all times cooperate to the fullest extent possible in the preparation of exhibits for use in court.

ATHLETIC INSTRUCTOR SHALL:

562. Aid, encourage and rigidly supervise all athletic activities of members using the gymnasium at the Academy, and be shall be obeyed and respected by all such members.

563. Be under the immediate command of, and submit all reports to, the Commanding Officer of the Academy. He shall have such hours of duty as may be prescribed by the Commanding Officer of the Academy, subject to the approval of the Chief of Police.

564. Prevent improper use of the various physical training apparatus and other articles of equipment in the Academy gymnasium, and shall insist that members of the Department exercise care in their use and handling. He shall frequently inspect all such apparatus and equipment, oiling and adjusting same as may be required, and see that all are in their proper places, reporting to the Commanding Officer of the Academy any damage or needed repairs.

565. Aid the Department Surgeons during examination of members prior to their being permitted to use the facilities of the gymnasium and shall rigidly follow the Surgeons' instructions as to the kind and duration of exercises each member is allowed to indulge, promptly stopping any mem-

ber from exerting himself beyond degree prescribed, and reporting to the Chief Surgeon, through the Commanding Officer of the Academy, any member so doing. He shall prevent any member of the department from using the facilities of the Gymnasium, unless member has obtained written authorization (on forms provided) from the examining surgeon.

566. Aid and advise all members in his charge in the correct use of weight reducing and massage machines, therapeutic lamps and heat cabinets, and shall insist upon strict compliance with all instructions given. He shall be responsible for the clean and sanitary condition of the Shower Room and all its appurtenances, and shall take all precautions to prevent infection of members using same, permitting no member with "athlete's foot" or other infectious skin disease to use the Shower Room.

567. Be an accredited First-Aider, in accordance with the standards of the American Red Cross, and shall as frequently as need be attend the courses in First Aid conducted at the Academy to insure his continued skill and knowledge in the subject. He shall be responsible for the sufficiency of First Aid materials available in the gymnasium, and for their prudent use, making requisition for needed materials, through the Commanding Officer of the Academy, in such time and in such quantities as to insure against shortage of any essential article at any time.

568. Keep accurate record, on forms provided, of each member using the gymnasium or any of its facilities or apparatus, and shall require all such members to correctly execute forms provided showing facilities and apparatus used by them, with weight gain or loss and other required information, and he shall, in addition, make monthly and yearly recapitulations of same, which shall be forwarded through the Commanding Officer of the Academy, to the Chief of Police, for publication in the annual report of the Department.

PISTOL AND RIFLE RANGE

569. There shall be a rifle and pistol range for the use of members of the Department and the same shall be open at such hours as prescribed by the Chief of Police. Members of the Department assigned to duty at the range shall be under the direct supervision of the Commanding Officer of the Academy.

600. Members of the Department required to engage in target practice while attending sessions of the Academy, and those members of the Department who use the range from time to time, shall be guided by instructions and advice of the officer in charge of the range as to the handling, care and use of the firearms.

601. The officer in charge of the range shall keep such records as to scores and ammunition used as may be required by the Commanding Officer of the Academy.

602. Members of the Department assigned to duty at the range shall be responsible for the cleanliness and good order of the range, range house and all equipment pertaining thereto.

AUTOMOBILE SUMMONS TABULATION BUREAU

603. There shall be a branch of the Department known as the Automobile Summons Tabulation Bureau which shall be under the supervision of a ranking officer. It shall consist of a Commanding Officer and such other members of the Department as shall from time to time be assigned thereto by the Director of Public Safety.

604. Members shall report promptly for duty, and shall have such regular hours as may be prescribed, and such other hours as the exigencies of police service require.

605. A Superior Officer of the Bureau shall report for duty in court on the nights when traffic cases are tried for the purpose of recording the arrival and departure of members appearing in such court as complainants or to give testimony.

606. The Commanding Officer of the Auto Summons Tabulation Bureau shall be charged with the distribution of traffic violation summons books and tags to the various commands and to the individual members thereof, and shall make proper note of all serial numbers of tags and summons books, on proper forms, which shall be properly filed by the officer in charge of said bureau. A list of tags and summonses issued shall also be tabulated and forwarded to the Night Police Court, together with the stubs of such tags and summonses for each court appearance.

SUMMONSES (TRAFFIC VIOLATIONS)

607. Summonses shall be issued by members of the Department in all cases where the law is vio-

lated pertaining to the Motor Vehicle Act, the Traffic Act, and the City Ordinances relating to illegal parking and other violations.

608. Summons books and tags will be issued at the Tabulation Bureau to Commanding Officers of Precincts and Bureaus for distribution to the members of their commands. Immediately upon receipt of a summons book or tag, the member obtaining same shall examine them to ascertain whether or not any tags or summons blanks are missing or are mutilated and that same run in numerical order. Should any irregularity in this regard be found, the summons book or tags shall be immediately returned to such member's commanding officer and his attention called to said irregularity.

609. Members shall sign a receipt on form provided for all summons books and tags obtained and forward same to their Commanding Officer. All such receipts shall be forwarded by respective Commanding Officer through official channels to the Automobile Summons Tabulation Bureau.

610. Commanding Officers shall keep a daily and weekly record of all summonses and tags issued by their respective commands and forward same on forms provided, through official channels to the Chief of Police.

611. Members of the Department shall account for all summons and tags issued by them on forms provided for that purpose. They shall be issued in numerical order, and the name and address of violator printed with ink or indelible pencil. NO ERASURES SHALL BE PERMITTED. If at any time such summons or tags are damaged or lost, members shall report the fact promptly to their Commanding Officers, who shall take such action as the circumstances warrant.

612. Members of the Department shall report the services of all summons and tags on proper form and deliver such report to their Commanding Officers at the termination of their tour of duty, together with the stubs of such summons and tags issued. All such reports and stubs shall be carefully checked by Commanding Officers as to their correctness before forwarding same to the Auto Summons Tabulation Bureau.

613. Members of the Department before making application for a new summons book shall deliver the used book containing duplicate stubs to their Commanding Officer. If any cases are still pending, they shall report that fact in writing to such Commanding Officer. It shall be the duty of such Com-

stand, my Officer to examine the summons book so presented to ascertain whether the summons have been issued in proper numerical order, and that all have been properly attested to as being disposed of.

614. All summonses issued for violation of the speed limit shall specify the speed at which the violator is alleged to have driven, also the speed which the law declares shall be prima facie lawful at the time and place of such alleged violation.

The following schedule is hereby made for the guidance of Officers and may be changed at any time by order of the Chief of Police.

MONDAY

615. All summonses and tags issued by ACCIDENT INVESTIGATION SQUAD. The Squad for the week ending at 6:00 P. M. on Thursday of each week shall be made returnable for the following Monday at 7:00 P. M. All summonses issued after 6:00 P. M. on Thursday of any week shall be dated one week later, making same returnable one week from the following Monday night.

TUESDAY

616. Same as above. Hearing of accident cases.

WEDNESDAY (First Precinct)

617. All summonses and tags issued by the members of the Traffic Division, Radio Division, Regular Patrol, Headquarters and members of the Motorcycle Squads other than those assigned to ride Route No. 25, for the week ending at 6:00 P. M. on Saturday of any week shall be made returnable for the following Wednesday. All summonses issued after 6:00 P. M. on Saturday of any week shall be made returnable one week from the following Wednesday night.

THURSDAY

618. All summonses and tags issued by the members of the Traffic Division, Radio Division and Radio Patrol, assigned to the Second Precinct, for the week ending at 6:00 P. M. on Sunday of any week shall be made returnable for the following Thursday. Summonses issued after 6:00 P. M. on Sunday of any week shall be made returnable one week from the following Thursday night.

FRIDAY

619. All summonses and tags issued by the members of the Traffic Division, Radio Division,

Regular Patrol and members of the Motorcycle Squads assigned to the Third Precinct, riding Route No. 25, for the week ending at 6:00 P. M. on Monday of any week shall be made returnable for the following Friday. All summonses and tags issued after 6:00 P. M. on Monday of any week shall be made returnable one week from the following Friday night.

SATURDAY

620. All summonses and tags issued by the members of the Traffic Division, Radio Division and Patrol Division, assigned to the Fourth Precinct, for the week ending at 6:00 P. M. on Tuesday of any week shall be made returnable for the following Saturday. All summonses and tags issued after 6:00 P. M. on Saturday of any week shall be made returnable for one week from the following Saturday night.

621. Members of the Department shall fill out an "Arraignment Card" for all summonses and tags issued and deliver same to the Superior Officer of the Automobile Summons Tabulation Bureau on duty in such court after the disposition of the case. Such "Arraignment Cards" shall be kept on file in the Automobile Summons Tabulation Bureau.

622. Members of the Department having cases in the Night Police Court will be present in said court at 5:30 P. M. on the night their summons is returnable and have their cases ready for the consideration of the Judge at the convening hour of court.

623. When, for any reason, a member of the Department cannot be present in court on traffic cases at the specified time, such member shall notify the Superior Officer of the Automobile Tabulation Bureau on duty in such court by telephone, stating his reasons therefor. It shall be the duty of such member to obtain the name and official title of the Superior Officer to whom such information is given, and as soon as possible thereafter submit a written report to his Commanding Officer, covering all the facts in the case.

624. Members of the Department will report their arrival and departure from the Night Police Court to the Superior Officer of the Automobile Summons Tabulation Bureau assigned to said court for that purpose.

CENSOR BUREAU

625. There shall be a branch of the Department known as the Censor Bureau which shall be under the personal direction of a Commanding Officer designated by the Director of Public Safety through the Chief of Police. The personnel thereof shall consist of such members of the Department as may from time to time be assigned thereto by the Director of Public Safety.

626. Members shall have such regular hours of duty as may be prescribed, and shall report promptly, unless on duty elsewhere or otherwise ordered. Members of the Censor Bureau shall report to their Commanding Officer.

627. The Censor Bureau shall be charged with the supervision of all public halls, theatres, motion picture houses, plays, shows and exhibitions performed, acted or represented, shown or exhibited on any public stage, screen house or rooms or other place whatever within the City and the display of any posters or display advertisements insofar as morality and decency are concerned.

628. There shall be on file in the Censor Bureau a roster of all public halls, theatres, and motion picture houses, and the Bureau shall cooperate with the License Division so that the Censor Bureau may be informed as to the opening or closing of, or change of ownership or management, or control of, such places.

629. Upon being notified of any change of ownership, management or control of any such place it shall be the duty of the Censor Bureau to acquaint the new owner, owners, or management with the rules and regulations governing such places insofar as they pertain to the requirements of the Censor Bureau.

630. Members of the Censor Bureau shall be subject to all the Rules and Regulations promulgated for the guidance and government of members of their corresponding rank, insofar as they are applicable, and do not conflict with the specific Rules prescribing the duties of members of the Censor Bureau.

ARRESTS

631. In matters of arrest and the service of process, Members shall be guided by well established precedent in the Law of Arrest and by the limits of the authority given them by statute, hear

ing and mind always that in investing them with certain powers in the enforcement of the law, the preservation of peace, the protection of life and property, the prevention of crime, and the arrest of offenders, the law also holds them answerable criminally or civilly for any abuse thereof. Members should therefore thoroughly acquaint themselves with law and precedent pertaining to arrest, the writing and service of process and be guided accordingly. No charge of insubordination or neglect of duty will be entertained against any member who shall refuse a direction by a Superior Officer or citizen to make an arrest, or serve process, where such action would constitute a misuse of such member's authority, or render such member liable.

632. An arrest is the taking of a person into custody whether by force or by voluntary submission on his part. Mere words do not constitute an arrest, unless the offender, or the alleged offender, voluntarily consents. Except when the offender or the alleged offender voluntarily consents, the taking of a person into custody must be shown by some physical act on the part of the police officer, though it be ever so slight, or by its equivalent in some sort of personal coercion.

633. No person can be lawfully arrested or detained by any police officer except under authority of law. An arrest is authorized either by a warrant issued by competent authority, or without a warrant under some circumstances.

634. A crime is any wrong which the State deems injurious to the public at large and punishable through a judicial proceeding in its own name. It has also been defined as an act committed or omitted in violation of a public law either forbidding or commanding it.

635. Crimes are classified as High Misdemeanors and Misdemeanors. These are an important classification because the powers to arrest for a High Misdemeanor are quite different from those to arrest for a Misdemeanor.

636. City Ordinances are laws passed by the governing body of the City. Any person found violating any Ordinance may be arrested by a Police Officer, or by an employee of any department of the City Government whose duty it shall be to enforce said ordinances.

637. A warrant is a writ or precept issued by a Magistrate, Justice, or other competent author-

ity, addressed to a Sheriff, Constable, or other peace officer, requiring him to arrest the body of a person therein named, and bring him before a magistrate or court, to answer, or to be examined, touching some offense which he is charged with having committed.

638. Warrants are returnable "forthwith" but a warrant remains in force until it is returned. By "forthwith" is meant to arrest the offender, or the alleged offender, as soon as possible. A warrant remains in force after the accused has been arrested, so that, should he escape, the officer may re-arrest him.

639. No warrant may be altered by any person other than the Court or Magistrate who issued the same. Any material alteration by any other judicial tribunal or by any other person renders the warrant invalid.

640. The "probable cause" which authorizes a police officer to arrest for a High Misdemeanor, or an attempt to commit one, without a warrant, means such facts and circumstances which would authorize a court to issue a warrant upon a proper complaint for the arrest of such person. It is always a question of discretion and common sense.

641. When a police officer makes an arrest for a Misdemeanor committed in his presence, the words "committed in his presence" mean that the officer knows from his own knowledge and from his own senses, that such Misdemeanor was committed and cannot rely upon the statement of others that the person whom he arrests committed the Misdemeanor and he must make such arrest immediately and cannot do so afterward without procuring a warrant.

642. A Police Officer may stop and question any person whom he sees walking abroad at any time under suspicious circumstances, or whom he may have reason to suspect of unlawful design and may demand of him his business, identity and destination, but this authority must be exercised with all possible discretion and the officer must use his best judgment.

643. A Police Officer may arrest persons who are prowling around at any time and are unable or refuse to give a satisfactory explanation of their conduct, or who have in their possession dangerous weapons or other instruments ordinarily used in the commission of crime.

644. When arrests are made by members of the Department, the person arrested must be brought

to a Precinct Station or Police Headquarters immediately, or to a temporary Headquarters established in an important emergency. No member shall, except under extraordinary circumstances, release a person from custody, unless with the consent of a Superior Officer, and no such release will be consented to unless the act with which the person is charged, and the grounds on which the complaint is made, are not such as would warrant the further detention of such person. Desk Officers shall use discretion in all cases of arrest brought before them, making certain that the act with which the prisoner is charged constitutes an offense for which a person may be lawfully detained, and that there are reasonable grounds for the complaint. They shall make proper record of the arrest and cause the prisoner to be searched and lodged in a cell.

645. All persons arrested for an indictable offense, or any person believed to be wanted for an indictable offense, or believed to be an habitual criminal shall, in accordance with law, be immediately sent to Headquarters to be fingerprinted, after such person has been searched and a proper record of the arrest is made. An Arrest Blank properly filled out by the arresting officer, stating the nature and details of the case, and all weapons, tools, keys, pawn tickets, etc., taken from the person or possession of the prisoner, shall accompany such prisoner.

646. In cases of arrest by citizens, prisoners will be detained in the usual manner. This, however, is only in the event that the Desk Officers, after carefully considering the facts in such cases, are satisfied that a crime or offense for which a citizen may make an arrest has been committed, and that the person arrested has committed it. Citizens making arrests will be carried on "Arrest Cards" as the arresting person, and instructed when and where to appear for the arraignment of prisoners. In such cases Desk Officers should use their discretion as to whether such cases warrant the services of Detectives, and if so, immediately notify the Detective Division, so as to enable Detectives to interview such citizen at the Precinct Station.

647. Desk Lieutenants shall receive prisoners committed by Justices of the Peace of the County of Essex and keep them in custody for a period not exceeding forty-eight (48) hours. Prisoners

committed in this manner shall be arraigned immediately, or at the next regular session of court.

648. When members make an arrest for an indictable offense and know that a crime has been committed they shall make a sworn complaint when the prisoner is arraigned in court. If in the opinion of the Judge, there is sufficient evidence provided however, there is no citizen complaint.

649. Members shall arrest all persons who interfere with them in making arrests or serving process, or who aid or encourage a prisoner to escape, or who knowingly conceal a person who has committed a crime.

650. Witnesses in serious crimes should be detained and sent to Court with the principals in the case. Witnesses should, whenever possible, be detained in a witness room, and not in a cell, unless so ordered by the Commanding Officer.

651. Persons arrested for violation of City Ordinances will be arraigned at once if Court is in session. If Court is not in session, they will be held in default of bail.

652. In executing warrants for the arrest of persons in their homes or other buildings, if admission is denied members must have reasonable grounds to suspect that the persons wanted and named in the warrant are within before forcing entrance. They shall, in all cases, inform the person or persons refusing to admit them that they are police officers and possess a warrant. After so identifying themselves, persons who obstruct or interfere with them may be arrested and prosecuted if provable they are aiding the person or persons wanted to avoid arrest. If however, members have positive information that persons wanted for the commission of crime, or that stolen goods are concealed in buildings and the ends of justice may be defeated by delay, entrance should be effected immediately and the person sought, or the stolen goods described secured.

653. In executing search warrants, members have the right to search only the places mentioned in the warrants between sunrise and sunset unless otherwise specified in the warrants and shall identify themselves if refused admittance. If no person is present on the premises at the time of such search, a copy of the search warrant should be left in a conspicuous place.

654. In cases of a high misdemeanor in which a warrant has been issued, the officer may make the arrest whether he has the warrant with him

or not, but if he does not have the warrant, he does not make the arrest under the warrant but makes it because of having reasonable cause to believe the offender has committed a High Misdemeanor and hence such arrest is legally the same as making the arrest without a warrant having been issued. In the case of a Misdemeanor where a warrant has been issued the officer must have the warrant with him when making the arrest.

655. A search warrant is required to make search of any house, building or place except when in pursuit of a person wanted for a High Misdemeanor, or an escaped prisoner, or with the invitation or voluntary consent of the lawful occupant of the particular place to be searched.

656. Citizens who apply for information regarding charges against persons in custody will be told the nature of complaints unless in the opinion of the Desk Lieutenant, such may lead to defeat the ends of justice.

657. Prisoners will be given the privilege of notifying relatives, friends, or counsel of their arrest, and every reasonable assistance shall be given to insure delivery of such information by telephone or messenger provided however that no written message shall contain any information but that pertaining to the arrest and the immediate needs of the prisoner.

658. Members should bear in mind that prisoners cannot be convicted without evidence. Persons arrested for crime, especially old offenders should be watched carefully after being placed under arrest, and their conversation and actions should be noted. Members should endeavor to obtain admissions relative to the crime in the presence of witnesses, but without making any threats or promising any immunity to the prisoners.

659. In cases of important arrests by members, male prisoners shall be searched by the arresting officer in the presence of the Desk Officer on duty in minor arrests, and arrests by citizens, Desk Officers shall cause the prisoners to be searched in their presence by the Doorman. Female prisoners shall be searched by the Matron with all the privacy that circumstances permit. Desk Officers shall give an itemized receipt to prisoners for all property removed from their person.

660. An arrest for a High Misdemeanor, or Misdemeanor may be made on any day or at any time of the day or night, and if the person arrested

escapes or is rescued, the officer from whose custody he escapes may immediately pursue and take him at any time or at any place in the State and in such case may command assistance to the same extent as in case of making the original arrest.

661 Any police officer is required to arrest without a warrant by the verbal direction of a judge for any offense committed in the jurisdiction of the Judge.

662. A private person has the same authority to arrest as a police officer in cases of High Misdemeanor or Misdemeanor committed in his presence, and he may also make an arrest where a High Misdemeanor has in fact been committed, though not in his presence, and there is good cause to believe that the person arrested lawfully has committed it. He may not however lawfully make an arrest on suspicion that a High Misdemeanor has been committed and that the person arrested has committed it.

663. The officer making the arrest should inform the prisoner why he is arrested, and if the arrest is made by virtue of a warrant, the officer should inform the prisoner of its nature and contents. If a request is made to see the warrant, the request should be granted, but only when it can be done without danger to the prisoner escaping. The safety of the warrant is of no moment, for if the prisoner should destroy it, this would not affect the right and duty of the officer to take the prisoner before the Magistrate who issued the warrant.

664. When a police officer is opposed or resisted in making an arrest and no other officer is within call, he may if necessary in the name of the State demand the aid of a bystander or citizen who must render such assistance when demanded or be himself arrested and punished.

665. When a person charges another with the commission of a crime and insists that the person charged be taken into custody, and the circumstances appear to warrant an arrest, the police officer should take the accused to a Precinct Station and should require the accuser, if unknown to him, or there is any other sufficient reason for it, to accompany him as a complainant.

666. In making an arrest the officer must be careful not to submit his prisoner to any greater severity or indignity than is necessary to effect the arrest and bring the prisoner safely to the Pre-

cinct Station. The State requires the officer to do his duty at all hazards, but in the performance of this duty it requires him to be as considerate as circumstances will permit. No amount of force is too great in making an arrest, if it is necessary to overcome an obstinate and dangerous resistance, no measure of severity is justified where there is no attempt to escape. The use of handcuffs without good reason is an unnecessary and unjustifiable indignity. On the other hand the officer must remember that he is responsible for his prisoner and required to do what is necessary to secure him. The officer must use his own discretion, and if he does his duty in a consistent and careful manner he will be justified. While the officer is required to be as considerate in making an arrest as the circumstances will permit he must always remember that he is the representative of the law to whose demands all must submit. The officer is charged with the duty and armed with the power to compel submission.

667. A police officer should bear in mind that frequently a polite warning to persons guilty of minor offenses will be sufficient, and arrest in such cases should not be made unless the violations are wilful and repeated.

668. A police officer should not use a firearm except in extreme cases, such as in the actual defense of his own or another's life or when attacked with deadly weapons or in the actual pursuit of escape of persons charged with a grave High Misdemeanor, and even in such cases the officer is not justified in using his weapon until all other methods of effecting an arrest are exhausted. A police officer should not fire upon a person who is called upon to halt upon mere suspicion, and who without making resistance simply runs away to avoid arrest. Neither should the officer shoot at a person who is running away to avoid arrest for a trivial offense. It should be borne in mind that there is danger of injuring innocent persons when firing a weapon, and police officers are admonished to use always the utmost caution in such cases.

669. All persons arrested by members of the Department shall be taken to the Stations in the Precincts in which the arrests occur, unless it is impracticable to do so, in which case prisoners may be taken to any other Precinct Station. In cases concerning the Detective Division arrested persons shall be taken directly to Police Headquarters.

670. In the case of Traffic Law offenders, who have been summoned and fail to appear as directed, warrants for their arrest will be procured.

671. Police officers when serving warrants, making arrests on their own initiative, or when ordered to make arrests must not apologize by stating that they are sorry that they have to take such action, or have been ordered by Superior Officers to do so, or any words tending toward apology.

672. Each member of the Department is responsible for the humane treatment and safe keeping of a prisoner in his custody or one detained in a building or part thereof over which he has supervision.

673. A person in charge of the operation of a mechanical apparatus which, if left unguarded, might result in injury to persons or damage to property shall not, if arrested, be removed until such mechanical apparatus has been safeguarded beyond such possibility.

674. No child under restraint, who is actually or apparently under the age of sixteen years shall be placed in any prison or place of confinement or in any vehicle for transportation in company with adults charged with or convicted of crime.

675. An unconscious or seriously injured prisoner shall not be taken to a Precinct Station. An ambulance or automobile patrol shall be summoned and such prisoner removed to the nearest hospital. The arresting officer shall search the prisoner if a male in the presence of witnesses and take all property from him as required by these Rules. If a female the search of such prisoner shall be left to the hospital authorities and any property in her possession which is unlawfully carried, or which is required as evidence, or which is lawfully carried but is dangerous to life or would facilitate escape, shall be obtained by the arresting officer and delivered to the Desk Lieutenant. An itemized receipt shall be given to the hospital authorities for all property received from them.

676. An arresting officer shall assist in lodging his prisoner in a cell.

677. An officer is justified in using his nightstick only in self-defense, to prevent a serious crime about to be committed, and to prevent the escape of a prisoner. But where the amount of force used by the officer is more than the occasion requires, it is not justifiable, nor can an officer justify striking with his club a prisoner who merely

holds back and does not otherwise resist or endeavor to escape nor is the use of abusive language by a prisoner justification for an assault upon him by an officer or having him in custody, and although an officer may act in self-defense, he has no right to retaliate with excessive force.

678. Warrants from any county in the State of New Jersey other than Essex County, must be endorsed by a Magistrate or Judge of the Court of Quarter Sessions within Essex County for service. The arrested person must then be brought before the Magistrate or Judge who endorsed such warrant, or some other Magistrate or Judge of Essex County where the arrested person may furnish bail for his or her appearance at the next court of Oyer and Terminer or if Quarter Sessions is to be held in and for the County where the offense was committed. If the arrested person is not able to furnish such bail he or she shall be turned over to the representative of the City or County from which the warrant emanated. Failure of any member of the Department to follow out this duty imposed upon him by the statute makes such member liable to an indictment for an assault and false imprisonment although no actual violence was used. A warrant of this nature shall be submitted to the Commanding Officer who shall see that the proper endorsements are made thereon.

679. Members of the Department shall appear in court against any person whom they may arrest, and will be held responsible for the production of all evidence whether property or statements in the courts when the prisoner is arraigned. In the event that the prisoner is arraigned by officers other than the arresting officer or it shall be the duty of arraigning officer to notify the arresting officer of the date of arraignment.

680. When an arrest is made and prisoner conveyed to a Precinct Station persons not connected with the Department are not to be admitted or allowed to remain in the Precinct Station (except complainant and witnesses) until after the prisoner has been placed in a cell or detention room. If necessary, the doors shall be guarded.

681. When arrests are made by warrant, the arresting officer shall notify the complainant of the date, court, and time defendant will be arraigned.

682. In all cases where a member of the United States Army, Navy, or Marine Corps is arrested on a charge of Desertion from the service, the Desk

Officer shall notify, or cause to be notified, the Command to which the arrested person is attached, and detain the person until called for by a representative of the unit of which he is a member.

693. When arrests are made of any omnibus driver or motorman while he is in charge of an omnibus or street car away from the depot to which they belong, members of the Department shall accompany the prisoner by the usual route of omnibuses or street car to each depot previous to taking him to Police Headquarters or a Precinct Station.

694. When necessary to charge with a crime or offense a person responsible for delivery of the United States Mail, members of the Department shall in cases less than High Misdemeanor cause the issuance of a summons to such person through the proper court. In cases of High Misdemeanor, the arresting officer shall notify the superior of such person in the United States Mail Service, and request such superior to designate a person immediately to take charge of the mail. The arresting officer shall then, before taking the offender to the Precinct Station, accompany him upon the route to the point of turning over the Mail, or, if necessary, to the end of the route, but in no case outside the State.

695. Members of the Department in civilian attire when making an arrest will identify themselves by showing their shield and at the same time announce that they are Police Officers.

696. In making arrests of persons suspected of carrying concealed weapons a search should be made immediately.

697. No member of the Department shall arrest or assist in making arrest, on a United States Court Warrant, except when called upon by a United States Marshal or one of his deputies for assistance.

698. Members should always bear in mind that when transporting prisoners they should compel prisoners to sit well forward in the automobile patrol, members in charge of such shall not sit near the extreme rear of the vehicle, but in the compartment provided for Officers.

699. In effecting an arrest and when it is necessary to use the billy or nightstick, experience has shown that a prisoner should not be struck on the head, but only upon that part of the person where the least injury might be caused, but with suffi-

cient force to subdue the prisoner. The application of the jitam methods in subduing an unruly prisoner is effective.

699. Whenever a member of the Department makes an arrest, or at any time has in his personal custody a prisoner not confined in a cell or detention room, he shall hold such prisoner in a manner to prevent the prisoner from injuring him, or effecting his escape. He shall always keep him in sight and under no circumstances permit a prisoner to go behind him. If a prisoner escapes because of negligence on the part of such member, it will be deemed gross neglect of duty. A prisoner shall under no circumstances be left in the custody of any civilian, except when absolutely necessary in an emergency.

691. When a prisoner is unable to walk, or is in a condition that is offensive to public decency, or when the distance is considerable, an automobile patrol shall be called to convey the prisoner to the Precinct Station.

JUVENILE OFFENDERS

692. Any boy or girl, under the age of sixteen years, who commits any violation of law (other than murder or manslaughter) shall be charged with Juvenile Delinquency.

693. When Juveniles are arrested for the crimes of murder or manslaughter, they shall be arraigned before the Judge of the Juvenile Court for a preliminary hearing. In all such cases, the Prosecutor's Office must be notified prior to such arraignment and hearing.

694. Whenever a Juvenile is arrested, or committed to the Parental School, it shall be the duty of the officer in charge of the Desk to immediately notify the parents or guardians of such Juvenile Delinquent, acquainting such parents or guardians with the facts in the case and the location of the Parental School.

695. Juvenile delinquents, male or female, shall not be confined in a cell or witness room, or other place of confinement, if not paroled in the custody of parents or guardians, they shall, as soon as practicable, be transferred to the Parental School, accompanied by Juvenile "commitment," properly executed by the Desk Officer.

696. Juvenile delinquents shall not be conveyed to, or from the Parental School in an automobile

patrol, nor placed in any vehicle in company with adults charged with or convicted of crime.

697 Whenever a Juvenile delinquent is brought before any Commanding Officer, or in his absence, the officer in charge of the Desk and in his judgment the offense involved is of a minor nature, and trial in the Juvenile Court unnecessary, such Commanding Officer or Desk Officer may release the offender with a reprimand, but in each instance the parents or guardian of such offender must be present, and the offender released in their custody.

TESTIMONY OR CONDUCT IN COURT

699 Members of the Department concerned in cases before the Courts are to be punctual in attendance, and shall observe the utmost attention and respect toward the Court at all times. When giving testimony, they shall speak calmly and explicitly in a clear, distinct and audible tone so as to be easily heard by the Court and Jury. They shall testify with the strictest accuracy, confining themselves to the case before the Court, and neither suppress, nor overstate the slightest circumstance with a view of favoring, or discrediting any person. When cross-examined they shall answer with the same readiness and civility, as when testifying in support of the charge, remembering that the ends of justice will be best served by showing a desire simply to tell the whole truth, whether it be in favor, or against the defendant.

699 Members of the Department, when making any official statement or deposition, shall state clearly and truthfully all they know respecting the matter inquired of, without fear or favor and with no desire to influence the result.

700 Members shall make accurate observations of all matters relating to duty, that they may be able, if required to state all the circumstances. Notes shall be made by them at the time of the particulars of a case. In order to refresh their memory if called upon to give testimony.

701 Members shall promptly and properly mark for future identification, and secure against tampering, all articles of value as evidence that are obtained with a case.

702 Members of the Department will not sign complaints in cases involving accidents, except where death results or when the injured person is confined to their home, or in a hospital.

703 When expert analysis of any object, weapon, chemical compound, liquid, or other substance of possible value as evidence is required, same shall be promptly forwarded by the Commanding Officer of the Precinct or Bureau concerned to the Technical Laboratories, properly marked for identification, and the analyst making report in such cases will be directed to appear in court for the purpose of testifying as to his findings.

DEATHS BY CRIMINAL VIOLENCE, CASUALTY, OR SUICIDE

704. In all cases where a dead or supposedly dead human body is found in any public street, highway, alley or other public place or building, or in any private place under circumstances indicating that a crime may have been committed, the members of the Department first having knowledge of such shall immediately notify the Desk Lieutenant on duty in the Precinct in which such body is found. A member of the Detective Division in any such case shall at once notify the Commanding Officer of the Detective Division. The Desk Lieutenant on duty in the Precinct receiving such information shall immediately inform the Commanding Officer of the Detective Division of the facts, and in addition shall notify the Bureau of Criminal Identification and Records, and send an ambulance or automobile patrol to the scene. If same have not already been dispatched. The Commanding Officer of the Detective Division receiving any such notification will assign Detectives to investigate, and where there are exceptional circumstances indicating that a crime may have been committed, he shall notify the Chief Medical Examiner and the Prosecutor's Office. This rule shall in no way relieve the officer in charge of the Desk of the duty of making all proper notifications in all such cases.

705 A member finding such body shall not endanger the working of the case by delay, but should enlist the aid of citizens, if necessary, to report same. He shall at once make a superficial examination of the body. He shall never assume that such body is actually dead except when it is positively obvious to him, as where the same is decapitated, the trunk mangled and severed, or the body is partially destroyed by burning or decomposition, and in the absence of a known physi-

class at the scene to make examination of such body, the member shall apply first aid if it appears necessary and is practicable until the ambulance or automobile patrol arrives. In no case shall any member of the Department except the Department Surgeon or one of his assistants decide or judge whether or not such body is dead; such must be decided in every instance by the Chief Medical Examiner, one of his assistants or some other known physician. In cases where such body is not at once pronounced dead by a physician, the body shall be promptly taken to the nearest hospital, unless it is positively obvious that the body is dead as heretofore described.

706. Members of the Department at the scene of the finding of a dead human body where a homicide is suspected shall at once make a thorough investigation. They shall note the location of the body with reference to highways, streets, alleys, sidewalks, buildings and other important points or surroundings of interest, taking and recording accurate measurements of distances. The direction in which the body is lying and the position of the arms and legs, head and trunk should be noted. The clothing, head covering and footwear on the body should be observed in arrangement or disarrangement, whether wet or dry, clean or soiled, the presence of visible spots, the color of the various pieces of apparel, the material and its pattern and the name of the maker if any, as far as a personal examination may reveal. All wounds, injuries, scars, dirt, blood and distinctive marks of identification shall be noted as well as the condition of the eyes and mouth as to being opened or closed, clean or dirty, the expression on the face, and the condition of the hands, whether clean, dirty or stained. Members shall also note the presence or absence of any weapon, bullet, cartridge, poison or any other thing which might indicate the cause of death, and if present, its location with relation to the body. Also they shall note the position and condition of furniture and other articles, if any, and prevent their removal, noting if there are any signs or indications of a struggle, and shall be extremely careful to preserve all papers and letters, and everything which may have any bearing on the case, and they shall make a minute examination of doors, windows, floors, carpets, walls and contents of stoves and furnaces, and other places for the purpose of discovering information which

may be required as evidence. They shall observe any impression of automobile tires, footprints, fingerprints and other impressions of bodies or articles which may be important in the case, and shall preserve and cover the same for proper utilization. In case of poisoning, jars, pots, kettles, bottles and other containers, as well as all edibles should be preserved. Under no circumstances shall members alter the position of the body or touch or disturb any article on or near the body, or any stoves, cartridges or empty shells, or other articles which may be helpful in bringing about a solution of the crime, or permit any other person to do so, except in obedience to the orders of a Superior Officer or under the direction of the Chief Medical Examiner or his assistant. Members shall exercise extreme care in the handling and marking of weapons and other articles of evidence, marking in mind that cases of homicide are frequently solved through fingerprints, and the characteristics of firearms. Slugs or bullets should be marked for identification on the base or nose, preferably on the base, and never on the cylindrical surface. Cartridges and empty shells should be marked on the cylindrical surface and never on the base—preferably just inside muzzles. Particular care should be exercised in the handling of revolvers, pistols or rifles to prevent grit or dirt from getting into the barrel or actuating mechanism, which would have a tendency to change the characteristics of test bullets or cartridge cases. A. Firearms must be handled carefully, so as not to discharge burst powder or alter position of cylinder or magazine, and preserve them in the same condition as when found; for example, hood should not be removed from a knife, nor rust from a firearm. All such weapons and each individual cartridge, shell, slug or bullet shall be marked by the member in a similar manner.

707. Members shall make note of the name, age, address, occupation and nationality of the deceased where such can be learned, and note the names and addresses of all witnesses of the death. All persons identifying the body and all persons present upon member's arrival and all persons who may be helpful in bringing about a solution of the crime, shall be detained for interrogation. Members will carefully note in their memorandum books all information in detail revealed by their investigation, so that they may make intelligent

and accurate report of the case. When more than one member takes part in an investigation at the scene of a homicide, every important discovery of evidence by one should be communicated to the other investigators so that they may participate in the discovery and be able to give the same testimony as the original discoverer. Whenever a member of the Department finds a dead or supposedly dead human body in or at any place have heretofore described, he shall preserve the scene unchanged as nearly as possible, and prevent all interference with the body or its surroundings until the case is fully investigated and permission for the removal of the body is given by the Chief Medical Examiner or his assistant. Where it is necessary for a physician or an ambulance surgeon to examine a body, members of the Department shall caution such physician or surgeon not to destroy evidence of crime.

708 The procedure to be followed in cases where any person shall have died of criminal violence, casualty or suicide, or in any suspicious or unusual manner shall be in accordance with Chapter 106, F. L. 1927, entitled: "An Act concerning Chief Medical Examiners, Coroners, and County Morgue Keepers, defining their powers and duties, and regulating the keeping and use of their records." Any member willfully violating Section 5 of this Chapter is, according to law, guilty of a Misdemeanor.

709 The member of the Department in immediate charge at the scene of the finding of a dead human body shall extend to the Chief Medical Examiner or his assistant as well as the Detectives of the Prosecutor's Office, the fullest cooperation with a view to effecting a speedy identification of the body, and the prompt notification of relatives and friends of the deceased also make known to them the discovery of all evidence and possible clues as well as the names and addresses of all witnesses.

710. In cases of sudden deaths, deaths from violence, or deaths of persons who have received no medical aid, the Chief Medical Examiner's Office shall be notified, informing the person in charge of the known facts. Permission of the Chief Medical Examiner or his assistant is required before a body may be removed to, or from a funeral parlor.

711. All unidentified bodies shall be sent to a designated funeral parlor at the direction of the Chief Medical Examiner or his assistant.

712. Remains found in waters will be brought to shore, to await the arrival of the Chief Medical Examiner or his assistant or their order to remove the remains to a designated funeral parlor.

713. No fingerprints shall be taken of any dead human body prior to the autopsy, without the consent of the Chief Medical Examiner or his assistant.

714. In all cases where persons have been killed or seriously injured, and are likely to die, and if the accident is caused by a motor vehicle, a qualified member of the Department shall examine and test the mechanism of the motor vehicle concerned. The member making such examination and test shall attend court when the prisoner is arraigned.

DYING DECLARATIONS

715 In cases of attempted homicide where it is evident that the injured person may speedily die, a dying declaration should be taken from such person, if possible. A dying declaration is a statement made by the victim of a homicidal assault in expectation of his or her speedy death, referring to the material facts which concern the cause and circumstances of the crime, and indicating the person or persons guilty thereof. It must appear that the person making such statement was aware of his or her approaching death.

716. Whenever possible, a dying declaration should be reduced to writing and taken in question and answer form, signed by the person making it, and duly witnessed. The attending physician, if any, should be requested to sign the statement. Where there is neither time nor opportunity to reduce the statement to writing, the words used are admissible as evidence, and if the officer receiving them cannot remember the exact language, he should state the substance, but it must be sufficiently clear and definite to indicate precisely the meaning and intent of the person making the statement. If the declarant is unable to write, endeavor to have him make his mark instead of his signature.

717. When the member in charge at the scene of a crime, or at a hospital, is informed by a physician that the criminally injured person cannot re-

cover, he shall immediately notify the Commanding Officer of the Detective Division, who shall at once dispatch a member of his command, if one is not already present, and a stenographer, to take the statement of such dying person. If circumstances require the Commanding Officer of the Detective Division shall himself take such statement. In the event the condition of the injured person does not permit the arrival of a member of the Detective Division, or a stenographer, the member who is present in charge, shall proceed at once to obtain such dying person's statement in the presence of witnesses.

718. Since a dying declaration must be taken in accordance with the law, the method of taking same should be carefully studied. The three elements of greatest importance in their order are: 1. That the person making such statement must be of sound mind. 2. That the person making such statement believes in the hereafter and in the existence of a Supreme Being. 3. That the person making such statement believes that he or she is about to die, having absolutely no hope of recovery. Relative to the first element the declarant must be rational, and in possession of his or her mental faculties; to determine that fact ask the time of the day as indicated by the hands of a watch, or clock, or declarant may be asked if he, or she recognizes friends who may be present, or to name the day of the week, or distinguish color, or give his or her name and address, or similar information. If possible procure an examination by a physician to confirm the declarant's consciousness and rational mental condition. Relative to the second element the declarant must believe in the hereafter and in the existence of a Supreme Being. The religious belief or faith is immaterial. A dying declaration obtained from a heathen in a legal manner who believes in the existence of a Supreme Being and a reward or punishment in the hereafter is admissible. Relative to the third element, the declarant must recognize impending death, that is, practically immediate death, and have absolutely no hope of recovery. After the injured person has answered the questions in elements two and three in the affirmative, the officer should proceed with the statement in the presence of witnesses.

719. A dying declaration is admissible only in criminal cases, and then only to show the cause

of the death of the declarant, and by whom, and in what manner the injuries were inflicted. Any declaration a dying person may make with relation to another crime is not admissible as evidence.

720. In event the person making a dying declaration survives, his, or her injuries, such statement is not admissible as evidence at the trial of the accused.

721. In the event the person accused or suspected of inflicting the injury is in custody, he shall be brought before the dying person for the purpose of identification. This should be done in the presence of witnesses, so that they may be able to testify as to the manner in which the identification was made.

FIRE, RIOT, EMERGENCY

722. At the scene of a fire, riot, or other emergency, the member of the Department first to arrive will be in charge of the police functions connected therewith, until the arrival of a member of the Department of higher rank, who shall immediately assume charge. If the latter is from another Precinct, he will be superseded only by an officer of equal or higher rank from the Precinct in which the emergency arises. The member of the Department arriving first on the scene shall as soon as practicable, notify the Commanding Officer of the Precinct in which such fire, riot or other emergency occurs.

723. Members shall clear a space for the deposit of property, safe from the flames, and shall assume charge of and safely guard the property taken from buildings during a fire, unless such property be in the possession of its lawful owner. They shall be diligent in preserving order and protecting property from theft or wanton destruction, and shall not permit volunteer or other unauthorized persons to interfere with such property.

724. Members of the Department shall, except when impracticable, whenever their attention is called to a fire by the movement of the fire apparatus or through other means, at once inquire as to the location of the fire. If necessary, and if the fire be in their vicinity, they will promptly proceed to it unless otherwise instructed, and place themselves under the command of the officer in charge, whose duty it shall be to determine how many members shall remain there on duty.

135. After the departure of the Fire Department apparatus from the scene of a large fire, the officer in command shall make a police detail to take charge of the buildings damaged by fire, for the purpose of preventing unauthorized persons from entering the same or removing property or possible evidence and also to warn the public of any dangers which may exist.

724 A Commanding Officer upon an alarm of fire shall if the same be within his Precinct, make immediate inquiry as to the location and extent of the fire and shall promptly dispatch to the scene such number of officers and men as may be necessary and if the fire be serious or threatening he shall himself proceed to the scene and assume general supervision of all the members of the Department present.

727 In the event of a large fire, at which crowds of people are assembled, or at which the firemen are hampered in their work great damage is threatened or crimes probable, and the available force of the Firedept is inadequate to handle the situation, the Commanding Officer shall report conditions to a Superior Officer, who will in his discretion order to the scene of the fire, Company and sub-Companies of advancing firemen and their men as well as such number of detectives as may be required.

At a large fire or other important emergency requiring an unusually extensive area, the Officer in charge should assign his headquarters at a convenient and visible point in the area that he may give general direction and make suitable disposition of all reinforcements arriving from different fireboats. Whenever the Officer in charge is called away from such headquarters he should assign another Officer to represent him in his absence.

729 It shall be the duty of one of the reservemen to submit a written report of any alarm of fire to which they are dispatched in the automobile patrol. He shall in all cases be particular to ascertain the exact location of the origin the time of such fire location of building or buildings, name of owner or owners, occupant or occupants, probable loss, casualties if any and such additional information concerning the fire as may be necessary for the proper investigation of the same. He shall also be particularly careful if possible, shall examine the building or buildings carefully for any indication the fire may have been caused by design. He shall observe and

note in his memorandum book the relative positions of goods, or other circumstances which may be of service in determining the origin of the fire. Members shall upon discovery of a fire turn an alarm as quickly as possible from the nearest fire alarm box. If the fire appears to be serious, the alarm and the fire alarm box is located at some distance, or if the alarm is given by telephone, if one be near and around the alarm, the fire can not be seen from the fire alarm, the fire alarm should be stationed there to direct the firemen upon their arrival. After the alarm and the direction of the fireman have been attended to, members shall proceed immediately to the scene of the fire, and render such services as may be necessary. If the fire is at night in a dwelling house it is the duty of members to not arouse some occupant of the dwelling before or after the alarm. This may be accomplished by pounding, knocking, or smashing a window, blowing their whistles, or any other method which will arouse the occupants or attract the attention of officers or other passing posts or pedestrians. After one or more occupants have been aroused, the sending in of the alarm will be attended to by members as hereinbefore described.

720 Upon the arrival of firemen at a fire, members shall yield charge to them, except that they shall aid the firemen in assisting occupants of dwellings to the street if necessary, however, they shall not interfere with firemen in the management and control of the fire.

731 After seeing to the safety of those in the
burning and adjoining buildings or dwellings
members shall establish and maintain a police line
to insure sufficient space for the firemen to carry
out their work without interference and allow
some but firemen and those provided with fire hose
badges or police cards within the line. Fire line
badges or police cards do not authorize admission
to build ups, and no one shall take such badges
or cards from persons attempting to use same for
that purpose and eject the offenders from the flames.
Fire and police Chaplains, or physicians summoned
in cases of accident excepted

723 In all cases where a false alarm of fire has been sounded maliciously and with intent, or where there are reasons to believe a fire is of incendiary origin, members shall make every effort to apprehend the person or persons responsible.

732 When the services of members are no longer required at the scene of a fire, the ranking Superior Officer, or in the absence of a Superior Officer, the senior Patrolman present, will assemble such members and march them in military order to the Precinct Station, or send them on post, as may be proper under the circumstances.

734 Members should familiarize themselves with the location of every fire alarm box in their Precinct. Failure of members to report for duty at a fire on their own or immediately adjoining post will be deemed neglect of duty and offending members charged accordingly.

735 Members of the Department shall admit within the fire lines the following vehicles: Poles or Fire Department vehicles, Ambulances, Vehicles of a lighting or transportation company if upon duty connected with the fire, Vehicles of the Building or Water Departments.

736 Members of the Department shall not direct the removal of a sick or injured member of the Fire Department from the scene of a fire, except with the knowledge and consent of a Superior Officer of the Fire Department.

737 In the maintenance of fire lines members of the Department shall exercise care that the rights of persons and property are not interfered with unnecessarily.

738 In the event of a large riot, the Department must function as a military body and in conformity with sound tactical methods. Individual members and units of the Department shall operate systematically and collectively under direct command of Superior Officers and with each unit having knowledge of the location and position of all others and, if possible, maintain lines of communication.

739 In case of riot, requiring a large detail of men, the first member of the Department present shall immediately notify the Commanding Officer of the Precinct in which the riot occurs, who will, without delay, summon as many men as may be necessary to restore order and preserve peace. If such Commanding Officer has any doubt as to the adequacy of his command to suppress the riot, he shall at once notify his Superior Officer and request reinforcements.

740 Members of the Department shall make every effort to disperse any large and unruly body of persons, who are or may become dangerous to the community. They shall, in making arrests,

first take into custody the ringleaders or principals. They shall exercise great care and firmness on such occasions and shall act fearlessly and in a concerted manner. Physical force must not be resorted to unless absolutely necessary, but if necessary it should be exercised to a degree required by the circumstances. Members of the Department in suppressing a mob, shall remain together as much as practicable so as to render their united efforts as effective as possible.

741 On occasions of riot, or other emergency requiring the services of the Department, the roll shall be called before leaving the Precinct Station by the member in charge, and after returning to the Precinct Station, by the Desk Officer, to ascertain which members, if any, are absent.

ELECTION DUTIES

742 Desk Lieutenants, before sending Patrolmen to duty at polling places, shall instruct them in the duties required of them. They shall also make proper arrangements for the relief of such Patrolmen for meals. Sergeants and Captains will frequently visit the polling places under their charge to insure the proper performance of duty by Patrolmen assigned therein. Patrolmen shall bear in mind that no person, but a Superior Officer of the Department, can excuse them from duty at a polling place or any other assignment.

743 When members are detailed to duty at polling places on Election Day they must not engage in political arguments or interfere in any way, unless called upon to perform some police service. It is a member's duty upon such occasions to preserve the peace and see that an unobstructed passage is kept open to the voting booth and see that all who wish, and are entitled to, can have an opportunity to vote and when anyone votes, or attempts to vote, illegally arrest him, or her. All voters in line at the close of the polls must be allowed to vote. Members assigned to duty at the polling places shall station themselves at the end of the line at the time set for the closing of the polls, and prevent anyone from entering such line of voters after such time. The law provides that no person or persons shall be permitted to loiter, or do any electioneering within one hundred feet of either side, or in front of a polling place. This provision must be strictly enforced by members.

744. Members have not the right to elect persons from polling places during the counting of votes. The Judges have full charge of the polling places and possess full authority to maintain order and enforce obedience to their lawful commands during an election and during the counting of votes. If any person shall refuse to obey their lawful commands or by disorderly conduct in their presence or by an attempt or disclosure of such proceedings they may order the arrest of such person. Members of the Department stationed at polling places are subject to the lawful orders of the Judges of Election.

745. The Judges of Election are the custodians of the voting machines and should any attempt be made to carry away, or destroy the machines during polling or counting of votes, it will be the duty of all members present to render all assistance in their power to the Judges of Election.

746. At the completion of the casting of votes, it shall be the duty of the members assigned to polling places to take a position alongside of voting machines and see that the members of the election board are not interfered with while the tallying of votes is in progress. Under no circumstances shall members assigned to polling places check or assist in checking up on tally sheets, except on such sheets as are furnished by the Department for the information of the press.

747. At the completion of the counting of votes, the Election Officers are required by law to take the records to the Office of the City Clerk. It shall be the duty of the members on duty at a polling place to accompany the records to the City Clerk's office by the most direct route and not stop or enter any place en route. Where two members are stationed at a polling place only one, except otherwise ordered, need accompany the records to their destination.

748. Members of the Department have the privilege of exercising the right of suffrage to the extent of casting their votes for the candidate or candidates of their choice on Election Day but they must positively refrain from entering into any political discussions by word, message, writing, or in any other manner nor shall they endeavor to influence any municipal or other election, or interfere at any election, or make use of their position or influence thereto, except to discharge their official duty.

749. The right of every member to entertain political or partisan opinions and to exercise them freely when such expression shall not concern the immediate discharge of his official duties, and the right of elective franchise will be deemed sacred and inviolate.

750. Members assigned to duty comparing or verifying any election list, shall perform such duty promptly, thoroughly, and conscientiously.

751. Members of the Department stationed at polling places will report to their Precinct Stations at noon from the nearest signal box or private telephone, the number of votes cast, naming the Wards and Districts.

752. When stationed at polling places, members shall wear their full uniform at all times, and shall refrain from smoking.

753. No person, except the Judge and officers of election, and voters, shall be permitted to be within the guard rail in the polling places.

SICKNESS AND SICK LEAVE

754. Members of the Department unable to report for duty when so required because of sickness or injury shall report the facts to their Commanding Officer or Lieutenant in person, if possible, and, if unable to report in person or by telephone they shall send a written report by a member of their family, or other responsible person, with all available details concerning their ailment. Such report shall not be made by telephone by any other person unless it be impossible for members to report as required above.

755. Members taken sick or injured on patrol, investigation or traffic duty shall report the facts to their command by a mail box or telephone and remain on duty until relieved unless excused by their Superior Officer upon such report being made. If unable to report to their Commanding Officer or to remain on duty until relieved or until visited by a Superior Officer they shall notify an adjoining or fellow member whose duty it shall become to notify the Command, and the first Superior Officer who shall visit him. Should members injured or taken sick on duty be unable to comply with the foregoing provisions, they shall proceed to their residence and obey the provisions of Rule 764, but in case their command is nearer than their place of residence, they shall report in

person at the command before proceeding to their place of residence.

766. Members taken sick or injured on duty, other than patrol, investigative, or traffic shall make known the fact to their Commanding Officer, or the Supervisor Officer in charge at Police Headquarters and continue on duty until relieved, unless excused upon such report being made. Where the nature of their duties is such that relief is necessary they shall use all possible means to secure such relief before leaving their assignment. If unable to secure proper relief, they shall if possible so notify a responsible member of the Department, whose duty it shall become to secure such relief without delay.

767. Members absent because of sickness or injury shall not leave their residence without permission of a Department Surgeon who shall determine whether or not such members shall wear a uniform and the hours during which they may be outdoors. Members shall report to the Surgeons as required.

768. Members confined because of sickness or injury must be addressed to the Department Surgeons at all times and the Surgeons must be correctly informed as to their condition. The orders of the Department Surgeons shall take precedence over those of any other jurisdiction. Members failing to report for duty when so ordered by the Department Surgeons shall be carried absent without leave and charged accordingly.

769. Members who have been on leave because of sickness or injury will report to their Commanding Officer immediately upon becoming able to resume their duties, or upon being ordered on duty by a Department Surgeon whether or not it is their day off. This provision shall not be construed as requiring that such members perform duty on their day off except in an emergency.

770. Members failing to properly report their sickness or injuries, who are not at home when visited by a Department Surgeon, and who previously given permission to leave their residence who leave sick or injured, or in any way deceive a Department Surgeon as to the real condition when sickness or injury is the result of improper conduct, insubordination or immoral or vicious habits or practices, or who in any way violate the provisions of these Rules and Regulations, shall be subject to loss of full pay during absence and charges being preferred against them.

771. Members who may be granted permission to leave the City because of sickness or injury, and who are therefore, beyond jurisdiction of the Department Surgeons, shall submit written report of the progress of their case to the Chief Surgeon weekly or have their attending physician do so. No permission will be granted except under this condition and upon written notification and no such permission may be granted except by the Director of Public Safety. Members violating this Rule shall be subject to loss of full pay during absence and to having charges preferred against them, and the permission granted them to leave the City shall be revoked.

772. Members having a contagious disease in their home shall immediately report the fact to their command and report to the Chief Surgeon in person in each case. The Chief Surgeon shall have jurisdiction and must be obeyed accordingly.

773. Members of the Department, except in cases of extreme emergency shall not submit to an operation until they first consult the Chief Surgeon or one of his Assistants.

774. Members shall be particular in reporting sickness or injury promptly to their command and the member receiving such report should at once notify the Surgeons Department so that examination and record can be made in each case. This should apply to all cases whether causing absence from duty or not. The action on many applications for pension has been based on such reports and records and but little consideration can be given where reports have not been promptly and properly submitted and the Department Surgeons have had no opportunity for examination and consideration of the case.

ABSENCE

775. All members of the Department, except as otherwise ordered by the Director of Public Safety, are entitled to a leave of absence (annual vacation) each year with pay. The number of days allotted to each rank and the procedure to be followed in the selection of vacation periods will be outlined in a special order issued by the Chief of Police, prior to the beginning of each vacation period. Any vacation, day off, leave of absence may be suspended in case of positive necessity by some sudden and serious police emergency, which, in the judgment of the Chief

of Police, demands that such time off shall not be given at such time.

768. All members of the Department are entitled to days off for which a schedule will be arranged by the respective Precinct Commanders, Division Commanders and proper Superior Officers with due regard to the requirements in the particular branches of the service to which they are assigned, and will be so apportioned as to cause as few absences as possible at any one time from any Precinct or Division.

767. When mutually agreeable and for good reason, any two members may exchange their vacation periods or days off, but only with the approval of their Commanding Officer.

768. The schedules for days off and vacation periods for Precinct and Bureau Commanders will be arranged by the Deputy Chiefs or Inspectors properly having cognizance thereof, with the approval of the Chief of Police.

769. No member of the Department shall leave the City without the permission of his or her Commanding Officer, except on such member's day off. Approval of an application for vacation shall be considered permission to leave the City on dates specified provided the member before departing shall leave with his or her Commanding Officer the temporary vacation address.

770. Members shall not absent themselves from duty without the consent of their Commanding Officer, and without first making application on form provided, stating in detail the cause and duration of such absence and presenting same to their Commanding Officer for approval. Violation of this Rule will be deemed absence without leave.

771. Members will be granted leaves of absence for three days with full pay upon the death of wife, husband, child, father, mother, sister or brother, provided, however, that before absenting themselves they shall make application on form provided stating specifically the relationship between the deceased and themselves the days on which they will be absent, and present same to their Commanding Officer. Violation of this Rule will result in loss of pay during absence.

772. Commanding Officers shall send to the office of the Chief Clerk daily, all applications for leaves of absence from duty, and shall see that

the same are properly filled out before being approved. This includes applications for vacations to be verified as to the time applied for and returned to Precinct Station or other unit.

SUSPENSION

773. Whenever it is deemed necessary in cases of willful violation of any of the Rules and Regulations of the Department, or violation of any criminal law, and for the preservation of good order and discipline, the Chief of Police or Acting Chief of Police may suspend from duty, pending formal charges, any subordinate member of the Department.

774. In every case of suspension the Chief of Police shall, as soon as practicable, notify the Police Commissioner in writing, stating the name of the accused, the particular Rule violated and the specific charges against the accused member, together with the names and addresses of all witnesses.

775. Any member of the Department under suspension will immediately surrender his shield and all other Department property in his possession to his Commanding Officer, and such property will be kept in the possession of such Commanding Officer of the suspended member pending investigation of the case.

776. A member of the Department, under suspension, is relieved of the duty of reporting at any Station unless so directed by the Chief of Police. He shall be responsible for any further violations of Department Rules while under suspension, and shall hold himself in readiness at his home to receive any official orders.

777. No member of the Department under suspension shall wear his uniform, except when directed to do so when answering a summons for a Department hearing.

778. A member of the Department under suspension will not be restored to duty pending investigation or hearing of the charges for which he or she was suspended, except by order of the Director of Public Safety.

TRANSFERS

779. Applications for special assignment or transfer shall be made in writing to the appli-

cant's Commanding Officer and shall be promptly forwarded by such Commanding Officer, through regular channels, to the office of the Chief of Police.

RESIGNATIONS

780. All resignations from the Department must be in writing and bear the signature of the resignant, except as provided in these Rules and Regulations. No member of the Department shall withdraw or resign from the service unless he or she shall have given the Chief of Police not less than five days' notice in writing of such intention, or has obtained special permission from the Director of Public Safety to do otherwise.

781. No member of the Department shall withdraw or resign except by permission of the Director of Public Safety.

782. Members of the Department shall not be allowed to withdraw or resign from the Department while charges are pending against them except by permission of the Director of Public Safety.

783. Members absent for five successive days, where such absence is unexplained, will be dropped from the rolls of the Department, their absence held to be a resignation and accepted as such, unless otherwise ordered by the Director of Public Safety.

784. Any Superior Officer of the Department may accept the written resignation of any member pending acceptance by the Director of Public Safety, and the same shall be immediately forwarded to the Commanding Officer of the Precinct, Division or Unit of the resignant, who will, as soon as practicable, forward such written resignation to the Chief of Police.

GIFTS, GRATUITIES AND REWARDS

785. Members of the Department are forbidden to receive or accept a reward, gratuity or present of any kind, directly or indirectly, in connection with any official duty or act without permission from the Director of Public Safety obtained through the Chief of Police. Compensation for damages sustained in the performance of duty shall not be sought or accepted by members without the sanction of the Director of Public Safety obtained through the Chief of Police. This shall not apply to Court Judgments.

786. Members of the Department are forbidden to receive or accept presents from other members of the Department, unless permission be granted by the Director of Public Safety. Nor shall any member suggest, solicit, collect or receive a subscription or contribution for any purpose, nor enter a prize contest unless permission be granted by the Director of Public Safety, in each instance obtained through the Chief of Police.

787. No member of the Department shall allow the use of his name at any fair, festival or exhibition for the purpose of selling tickets, or setting up or promoting a raffle or gift enterprise.

788. Members of the Department shall not collect money or receive anything else from citizens or others for the purpose of making presents to or bestowing testimonies upon other members of the Department.

789. Whenever a reward or gift of any description is proffered to a member of the Department, it shall be deposited immediately through proper channels with the Director of Public Safety, together with a report explaining the nature of the services rendered or the circumstances of the gift. The Commanding Officer will state in the endorsement whether the circumstances as set forth are true, together with his recommendation of approval or disapproval. In cases where the services are not considered as meritorious or within the provisions of the Rules and Regulations, the donors may be requested to make their entire donation to the Pension Fund, or withdraw the entire donation.

790. No member shall loan to, borrow from, or accept a gratuity or purchase personal property from any person in custody. Neither shall any member make a charge for any service rendered, except by specific permission of the Director of Public Safety.

PROPERTY

791. Members of the Department finding lost or abandoned perishable property, where the ownership of such property is not known, shall cause same to be removed to the Precinct Station and the Commanding Officer of such Precinct shall order its distribution to hospitals or other institutions having use for same.

792. All cumbersome property received, such as old metals, ropes, junk, etc., may be receipted for at the Precinct or Division where same is recovered.

793 When a member of the Department receives a subpoena for Court, providing the Property Custodian has not been subpoenaed, it shall be his duty to see that all evidence that he may have in the case, such as tools, weapons, books, documents, clothing, jewelry, implements, or stolen property, that has been placed in the property rooms is produced in court and given to the Prosecutor or Plea.

794 When a member of the Department searches a prisoner at the Desk, he shall count all money taken from the prisoner before handing it to the Desk Officer at the Desk. The Desk Officer will also count the money and publicly announce the amount and also state what other property has been taken from the prisoner. In such a case, unless the money or property so taken is to be used as evidence, the Desk Officer will inform the prisoner he may leave his money or valuables for safekeeping.

795 Desk Officers shall be held strictly responsible for monies received, property taken from prisoners, either as evidence of crime or for safekeeping, and for all other monies, valuables, or other property entrusted to them by virtue of their official position. They shall ensure property to be removed from the possession of a prisoner in the following cases: 1 Property unlawfully carried, or which is required as evidence. 2 Property unlawfully carried but which is dangerous to life or would facilitate escape. 3 Property which can be used to damage or deface Department property. 4 Personal Property except clothing. If prisoner is intoxicated or unconscious, Desk Officers shall without unnecessary delay furnish the prisoner with an itemized receipt therefore. They shall enclose prisoner's money or other valuables in a property envelope and properly mark the same. When necessary to transfer property to another Desk Officer, the receiving officer shall sign the tag or container as to the accuracy of the list of property.

796 All monies and valuables taken from a prisoner by Desk Officers shall be recorded in the "Property Taken from Prisoners" book.

797 Desk Officers shall before conveying of court, cause all prisoners who are in proper physical and mental condition for arraignment to be brought before the Desk and shall return all personal property (except such property as is dangerous to life or would facilitate escape), causing each

prisoner to sign a receipt in "Property Taken from Prisoners" book or property envelope, and furnish to said prisoner an itemized list of property so returned. Property envelopes shall be retained by the Desk Officer after he has delivered the property to its owner.

798 All property which is unlawfully carried, or which is required as evidence, shall be forwarded to the Court at the same time as the prisoner. After a Court examination, any property still required as evidence shall be delivered to the Property Custodian through official channels.

799 All property which is lawfully carried, but is dangerous to life or would facilitate escape, shall be conveyed to Court by the arresting officer, or officer in charge of the prisoner, or prisoners. It shall be delivered to the prisoner if discharged or to the Property Custodian through official channels if the prisoner is held. In either case receipt will be taken and filed at the Precinct Station in receipt book. All money and valuables delivered into the custody of a member of the Department to be conveyed to Court or elsewhere, shall be signed for by each member in the receipt book, and such member shall obtain a receipt from the person into whose custody such property is delivered, which will be filed at the Precinct Station in receipt book.

800 A member of the Department receiving property which has been found and delivered to him shall give the finder a receipt with his name, number and command, and a description of the property. He shall obtain the finder's name and address and the location and circumstances under which the property was found.

801 All property recovered in pawnshops or other places by any member of the Department must be forwarded to the Property Custodian as soon as possible. Such property will be signed for by the Property Custodian who will make an entry in his property book of the articles received and a description of same. The owners, if known, shall be notified, and if the property is properly identified, and it is not necessary to retain the same as evidence, it will be turned over to the owner, and such owner's receipt taken therefor.

802 Members of the Department, whenever they find an abandoned vehicle, or any domestic animal, or pet animal of apparent value, will immediately communicate with the officer in charge

of the Desk at the Precinct Station for instructions as to the disposition of the same. Where the owner of any such vehicle or animal is unknown, such vehicle or animal, shall be impounded.

803. All articles or property taken from a prisoner or otherwise obtained on suspicion of being the proceeds of crime or which may be required as evidence in a case, shall be immediately marked by the member of the Department securing or obtaining such property in such manner as will enable him to identify it afterwards, and the inventory of such property shall contain a description of such marks of identification.

804. When fowl, animals or perishable property come into the possession of members of the Department, respective Commanding Officers may return the same immediately to the lawful owner, in which case they shall promptly deliver to the Property Custodian a receipted inventory. In the event such property is evidence in a case a photograph of the same shall be taken before a final disposition is made. Such property shall, while in possession of the Department, remain in the Precinct Station or Bureau to which it was conveyed, unless otherwise ordered.

805. All motor vehicles abandoned in any street or public place shall be reported by Patrolmen or other members of the Department finding the same to the Officer in charge of the Desk of the Precinct in which such motor vehicles are abandoned, giving the makes, description, motor numbers and license numbers thereof and such Desk Officer will immediately notify the Detective and Radio Divisions. However, members of the Detective Division when finding such abandoned motor vehicles shall report the same in like manner directly to the Commanding Officer in charge of the Detective Division. All such motor vehicles unless they are claimed by the rightful owner within a reasonable time and after all articles contained therein have been properly inventoried shall be removed to the garage designated for the storage of such cars. The same procedure shall apply when motor vehicles reported as stolen are recovered by any member of the Department.

806. Whenever a motor vehicle is in the immediate possession of a person arrested and held on any charge not involving such motor vehicle as evidence, the officer in charge of the Desk at such Precinct Station or Bureau in which such person

is held shall use all reasonable care for its safety, inventorying contents thereof, removing the ignition key, and, if same is of the closed body type, securely locking all doors. If such motor vehicle is not called for by a properly authorized person, within a reasonable time such motor vehicle shall be removed to the garage designated for the storage of such cars.

807. Whenever the ownership of any property, including money, in possession of the Department is disputed by two or more claimants, or in the event a defendant in court is charged with the acquiring of property unlawfully which is claimed by another, and such defendant is not convicted and also claims the property unless otherwise ordered by the Court, such property shall not be delivered to any of the claimants unless by mutual consent of both claimants in writing. Any member delivering such property from the custody of the Department contrary to the provisions of this section, shall be responsible for any damage which may result from his act, besides suffering any penalty imposed for the violation of this Rule.

808. All lost property coming into the possession of a member of the Department must be delivered to the Property Custodian through proper channels so that it may be advertised for the benefit of the owners. Any member of the Department who may receive information as to the whereabouts of any property that may have been lost or stolen should report such information to his Commanding Officer or other Superior Officer as soon as possible.

809. If through oversight or other causes, personal property of prisoners is not delivered to them upon their release on bail or otherwise, or transfer to Court or institution, said property shall be forwarded to the Property Custodian within twenty-four hours together with a report detailing the facts of the case.

CO-OPERATION

810. Co-operation of the highest degree in conducting the business and affairs of the Department shall be required of members at all times. Failure on the part of members to promptly and fully co-operate and all instances of evasion of responsibility, or delay of a necessary action, or the countenancing of animosity, rivalry or jealousy between

members or units where such may interfere with the efficiency, or be subversive to the morale of any unit, will be deemed to be in violation of this Rule and offending members charged accordingly.

§11 Members of the Department shall treat their Super- or Officers with respect and, in their demeanor toward their associates in the Department shall be courteous and considerate. They shall not under any circumstances, or in any manner whatsoever, speak critically or derogatorily to other members of the Department or to any person outside the Department regarding the orders or instructions issued by Superior Officers.

§12 Members of the Department shall not engage in political or religious discussions to the detriment of discipline, and will not speak slightingly of the nationality, color, race, or creed of any person. Discussions or discussions among members regarding other members of the Department, and all publications of a personal nature relating to official transactions within the Department are prohibited.

§13 Precinct Officers shall promptly report to Headquarters every case coming to their attention requiring the services of Detectives, but this shall in no way relieve them of the responsibility for prompt attention to every such case in their respective Precincts.

§14 Members of the Department, except as otherwise provided, shall communicate promptly to the Commanding Officer of the Precinct in which the same may occur, all crimes, suicides, attempted suicides, fires, accidents and all important happenings, complaints and information of which the Department takes cognizance which may come to their attention. Any member withholding information of police value with a view to personal achievement or for any other reason shall be subject to charges.

§15 Members shall not withhold knowledge of an impending crime but shall communicate such information to Headquarters, direct or through their respective Precinct Stations at once. This shall not be construed as meaning that members shall defer proper police action if such would tend to defeat the ends of justice.

§16 Members of the Department are required to discharge their duties with coolness and firmness, and in time of extreme peril they shall act

together and assist and protect each other in the restoration of peace and order. Whoever shrinks from danger or responsibility will be deemed guilty of cowardice and gross neglect of duty, and unworthy of membership in the Department.

§17 All members of the Department are equally responsible with members of the Traffic Division for the enforcement of Traffic Laws and Ordinances. The special delegation of the enforcement of certain laws and ordinances to particular Divisions of the Department does not relieve members of other Divisions from the responsibility of taking prompt and proper police action relative to violations of any laws or ordinances observed by them or coming to their attention and of which the Department takes cognizance.

§18 It shall be the duty of every member of the Department to master thoroughly the subject of First Aid to the injured as taught in the Police Academy, in order that they may be prepared to apply the same promptly and correctly in any emergency cases which may come to their attention.

ASSISTANCE TO CITIZENS

§19. Courtesy and civility toward the public are demanded of all members of the Department, and any conduct to the contrary will not be tolerated. Members, in their conduct and deportment shall be quiet, civil and orderly and, shall at all times, be attentive and zealous in the discharge of their duties, controlling their tempers and exercising the utmost patience and discretion. They must at all times refrain from using coarse, violent, profane or impertinent language, but when required, must act with firmness and sufficient energy to perform their duties. They shall be respectful and courteous to all persons seeking information, answering and assisting them as much as possible. Members should be quick to help the aged and infirm, the blind, and persons injured or suddenly taken ill and temporarily unable to care for themselves. They should be watchful of young children at all times, but especially before and after school hours, kindly warning them of the danger of playing in the busy streets or dangerous places.

§20. Persons found on the streets or in public places in an unconscious condition, or sick or injured, unless such be of a minor character, should be immediately sent to the nearest hospital; if

the case be an apparently serious one requiring prompt attention, the person should be taken to the nearest available physician, or such physician should be summoned. Members of the Department shall obtain the name, age and residence, or, if unknown, a full description of the person sick or injured, and a statement of attendant circumstances. If injured on the street, or any public place under the jurisdiction of the City, they shall carefully note contributory conditions, if any such as broken pavements, excavation, street lights not burning, snow and ice on sidewalks, etc. They shall promptly submit written report in all such cases.

821. The Commanding Officer of the Precinct in which any sick or injured persons are found who have been taken to a hospital, shall cause every possible effort to be made to locate relatives or friends of such persons and notify them of the circumstances.

822. In cases of drowning, members should make every effort to effect a rescue. Word of the case should be sent to the Precinct Station immediately so that the Emergency Division, an ambulance, or if one is not available, automobile, may be dispatched to the scene. Meanwhile First Aid treatment should be rendered while awaiting assistance. If a physician is available, he should be summoned in all such cases.

823. Insane or demented persons found on the streets should be taken into custody and sent to the Precinct Station unless relatives or friends capable of properly caring for them are within easy reach. In private cases, members should not interfere, unless physical assistance is actually needed, and in any such case shall make report to the Precinct Station.

824. Lost or missing persons should be taken to their homes—if on post adjoining post, or nearby, if not, they should be taken to the Precinct Station. Children under sixteen years of age, however, should not be placed in an automobile patrol, except in emergency due to illness or injury. Whenever it is necessary to take persons to their homes, members shall as soon as possible thereafter, communicate the facts to their Precinct Station, and upon reporting in from duty shall make written report of the case giving time, names, addresses, names and addresses of witnesses, and such additional information as may be needed in properly making record of the case.

825. Whenever any member of the Department finds a child who is destitute or homeless, or abandoned or dependent on the public for support, or who habitually begs or receives alms or in company of any vicious or disreputable persons, or suffering from the cruelty or depravity of its parents, or other persons in whose care it may be, such member shall report the facts to his Commanding Officer, who, if the circumstances warrant will cause such child to be taken into custody and delivered to the Parental School. All such cases coming to the attention of the Department whether the child was immediately taken into custody or not shall be reported by the Commanding Officer to the Children's Aid Society, and to the Clerk of the Juvenile Court. The word "child" is defined by the laws of the State of New Jersey as "a girl or boy under sixteen years of age."

UNIFORMS AND EQUIPMENT

826. Members of the Department shall wear such uniforms and insignia of rank and be provided with such equipment as the Chief of Police may from time to time prescribe.

827. Members of the Department shall provide at their own expense and maintain in a clean and serviceable condition such articles of uniform garments as are prescribed for their rank and for the duty to which they are assigned. No uniform will be worn until it has been inspected by a Superior Officer designated by the Chief of Police, and approved, unless the material and workmanship conform to the specifications prescribed by the Director of Public Safety.

828. Members shall be equipped at the expense of the Department with shield, cap device, signal box key, locker key, revolver, ammunition, summons book and "Manual of Rules and Regulations." These articles shall remain the property of the Department, and members carelessly losing any article or articles thereof, or failing to immediately report such loss, shall be charged with neglect of duty, in addition to being required to pay the current price of same, and such articles as are furnished by the Department shall be immediately surrendered to members Commanding Officer upon suspension or separation from the service. Superior Officers shall be held responsible for the strict enforcement of this Rule.

829. Members shall wear, and not carry, the uniform cap.

830. Members when in uniform shall wear black shoes.

831. Members of the Department assigned to patrol duty shall keep a suit of civilian clothing and hat, or cap, at the Precinct Station.

832. Members of the Department shall keep their uniforms clean, well-brushed and pressed, laces and buttons clean and bright, and their shoes well polished. Trousers shall be supported by suspenders, coats securely buttoned and caps worn straight on the head. No mixture of civilian clothing with uniform will be permitted in public either on or off duty. Special care must be taken to dress in conformity with this Rule.

833. Members of the Department when in uniform shall wear the regulation shield on the outside of the outermost garment over the left breast and always a sight. When not in uniform they shall wear the regulation shield of office on the inside of left breast of coat, in such manner as to permit ready display. Policewomen shall wear their shield of office fastened on the inside of left breast of coat when such garment is worn, otherwise, they will carry their shield in their handbag, or purse.

834. Members of the Department will not be permitted to wear on any outer part of their police uniform any badge, button or insignia, except as prescribed in these Rules and Regulations, without the approval of the Chief of Police.

835. When the uniform overcoat is worn over the uniform blouse a member of the Department while on duty indoors, in public or in court, may remove the overcoat otherwise not.

836. Members shall provide themselves with regulation traffic and police whistles, flashlight, slipper, billy, dependable watch, note book and pencil, also, white gloves, gauntlets, leather or buckskin gloves, to be worn by the various units at such occasions and seasons designated by the Chief of Police. Sergeants and Patrolmen shall, in addition, provide themselves with a night stick of a sound hickory wood at least twenty-two inches long and one and three-eighths inches thick, suitable rubber garments, and a street directory.

837. The regulation revolver will be carried when on duty in the following manner: For all

members in uniform, in holster attached to belt beneath blouse or overcoat when such are worn, for detectives and other members not in uniform in hip pocket, or in holster attached to belt under waist coats. They shall keep such revolver clean and oiled, and shall carry it at all times fully loaded with dependable ammunition and shall also carry at least six extra cartridges.

838. A member of the Department who neglects to replace any portion of his uniform that has been condemned within a reasonable time after such condemnation, will be suspended from duty with loss of pay, and subject to trial on charges of neglect of duty.

839. A Lieutenant, Sergeant or Patrolman on day duty, unless otherwise directed, will carry the billy concealed in a pocket of their uniform, in the rear hip pocket of the trousers when summer uniform is worn and in the overcoat pocket when such garment is worn but always in such manner that the billy is readily available in any emergency. In the performance of duty at any time when the necessary use of a billy may be anticipated, it shall be carried in the hand. A Sergeant or Patrolman on night patrol duty will carry the night stick in the hand at all times. Motorcycle patrol Sergeants and Patrolmen as well as Patrolmen on traffic post will carry their billys in the rear hip pocket of their trousers.

840. Members of the uniformed rank when attending meetings of the Board of Public Safety, Trials conducted by the Director of Public Safety, or when summoned to the office of the Director of Public Safety, Deputy Director of Public Safety, Police Commissioner or Chief of Police, shall wear the full regulation uniform unless otherwise directed by the aforementioned. Members of the Detective Bureau, and Plainclothesmen may appear in civilian dress unless otherwise ordered.

841. Members in civilian dress appearing in Police, Traffic Family, or Juvenile Courts or police cases, shall wear their shield conspicuously on the left breast of their outermost garment.

842. Members shall purchase uniform cloth, caps, gloves, whistles, summer uniform shirts, neckties, and insignia as specified by the Director of Public Safety.

843. Members in uniform shall wear on the left lapel of their uniform blouse or overcoat, when

such are worn, a brass number designating the Precinct, or brass letters designating any other branch of the Department to which they are assigned, and, in addition shall wear affixed to each shoulder, the prescribed emblem designating the branch of the Department to which they are assigned.

844 Members off duty (except on vacation, under suspension, sick or injured) shall carry ashield whistle, signal box key, billy and regulation revolver.

845 Members under suspension shall not wear the regulation uniform.

846 An article of uniform or equipment previously used by one member of the Department shall not be purchased and used by another member of the Department except with the permission of the Chief of Police.

847 In the procuring of other articles of equipment such as, rubber coats, boots, service bars, buttons, batons, whistles, white gloves, handcuffs, flashlights, etc. it shall be optional with members of the Department where such articles are purchased, provided that they comply with the requirements of the Department.

848 Members of the Department shall at all times have with them a memorandum book in which they will enter such particulars in each case as may be important in a trial and in which they may be called upon to testify and also all alarms and other transactions, information and matters of importance relative to the discharge of their official duties. They shall preserve their memorandum books for future reference, and shall produce them as may be required by orders or as evidence.

CORRESPONDENCE

849 Any written communication containing matter relating to the official business of the Department or to a member thereof, shall be an official communication. It shall be promptly forwarded to its addressed destination through proper channels, unless otherwise directed by competent authority.

850 All communications and reports shall be made upon forms provided especially for that purpose, or, in cases for which no specific forms are provided, upon Precinct or Bureau letter stationery. All such communications and reports

shall, when practicable, be forwarded flat or loosely rolled, without crease or fold.

851 Members of the Department when forwarding communications or reports requiring their signatures shall affix their names in full with pen and ink. The middle name shall be represented by the initial. A communication shall be written with pen and ink or typed, and as far as practicable shall deal with only one subject. Communications from Superior Officers shall be typewritten whenever practicable.

852 When reference is made in the body of a communication to a member of the Department, his rank or title, his first name in full, middle initial, surname, and command to which assigned, shall be given.

853 All official communications sent out by the Department, unless otherwise ordered, will be signed by the Chief of Police or by an official duly authorized to sign the name of the Chief of Police. Whenever a properly authorized official signs the name of the Chief of Police in an official communication he shall also affix his initials immediately below such signature. The sending of official circulars of any description to other cities, departments or institutions must have the approval of the Commanding Officer of the Detective Division.

854 All typewritten outgoing official communications shall bear, in the lower left hand corner, the full initials of the person dictating and the stenographer typing such communications.

855 Rubber stamps shall under no circumstances be used to sign official communications, except that the stamp of the signature of the Police Commissioner or the Chief of Police may be used by their aides or stenographers on copies of orders and notices.

856 All communications or official papers received and required to be kept in any branch of the Department shall be carefully preserved, filed and indexed. Copies shall be made of all official communications sent from the Department.

857 Communications forwarded to Precincts or Bureaus for action and report from the offices of the Police Commissioner, Chief of Police, Deputy Chief or Inspectors shall be returned to head quarters within a period of five days from date of receipt thereof (except where it is manifestly impracticable to do so) together with a report of

any action that may have been taken by members of such Precincts or Bureaus relative thereto

853. Outstanding clerical and grammatical errors and inaccuracies in names and addresses in communications and reports shall be carefully avoided. All Superior Officers signing communications and reports containing such errors shall be held responsible for the same

854. Official Departmental correspondence shall be plain and concise. Statements shall be made in such terms that they cannot be misunderstood. Each paragraph will deal with only one phase of the general subject. Introductory or explanatory paragraphs will be avoided. Names especially shall be correctly spelled

855. In a communication or order, when a member is mentioned by name his grade or rank shall precede the name. The Precinct, Bureau, or unit shall follow the name.

861. Members of every rank shall always sign their full name, rank, number and Precinct, Division or Unit when attaching their signature to reports, memoranda or official documents of any kind. The signature in full of members of the Department must be written legibly, and followed on the line below by their rank and number

862. All communications of any nature whatsoever must pass through the office of the immediate Commanding Officer except where specially provided otherwise. In case of pressing necessity in which there is not sufficient time for regular communications, the necessity must be stated and copies forwarded through the regular channels

863. Members of the Department are authorized to communicate with the Director of Public Safety concerning any matter and to disclose to him any information obtained while on active duty or otherwise. Nothing contained in the Rules and Regulations shall be construed to prevent or abridge the permission conferred upon all members of the Department, and no member of the Department shall attempt to prevent or discourage any such communication

864. Communications, except orders, circulars and stated reports and returns, shall be filed in the order of their numbers. If withdrawn, a slip shall be left in their place, indicating when and by whom withdrawn, if withdrawn permanently this fact and explanation is to be noted on the index cards

865. Members of the Department are forbidden to answer communications from outside the Department with reference to the working of the Department, arrests made, records of criminals, missing persons or property, applications for assistance, etc. All such communications shall be referred to their Commanding Officers.

DEPARTMENTAL RECORDS

866. The respective Commanding Officers of Precincts and the designated heads of divisions or other units of the Department shall be responsible for the proper and accurate keeping of all books, records, reports, documents and files of any kind pertaining to the work of the Department. Entries in such shall be in a clear, neat and legible hand, and shall be kept in a uniform businesslike and orderly manner subject to proper inspection. Erasures or alterations in records are prohibited. Should a correction be necessary a red ink line shall be drawn through the original entry and the correction made underneath or in the margin and the person making the correction shall initial same in ink

867. The official blotter of a command shall contain a chronological record of the movements of the members of the Department assigned to the command, and a record of all police business affecting the command or any member thereof, and shall also contain such other entries as may be required by the Rules, Regulations or official orders of the Department

868. Repetition will be avoided. When a matter is covered in detail in one record, and it is necessary that notice concerning it should appear in the blotter, reference only to the related record shall be made in the blotter

869. No person shall have access to Department records except Commanding Officers and members of the Department in charge thereof, or at work thereon or other properly authorized persons. No member of the Department shall give or make a transcript from Department records, nor permit any such record to be removed from any Department building or office except by competent authority, or under due process of law

870. It shall be deemed a serious violation of the rules to permit a blank space or line in a Department record. It is especially important that no blank lines be left in the desk blotter.

INTOXICANTS

871. Members and employees of the Department are positively forbidden to drink any kind of intoxicating liquor when on duty or in uniform, nor shall any member at any time when in uniform, except in the performance of duty, enter any place in which intoxicating liquor is sold or furnished.

872. No intoxicating liquor shall be brought into, or kept in any Precinct Station or in any Department building or part thereof except when officially seized, or in an urgent necessity upon the advice of a Department Surgeon, or other reputable physician.

873. Members off duty are forbidden to use intoxicating liquor to an extent unfitting them for actual duty, as they are subject to call at any time their services may be needed. Members taking medicine containing alcohol, shall report to a Department Surgeon before going on duty. Members, therefore, shall learn from their physician the nature of any medicine prescribed for them.

874. Superior Officers shall send before a Department Surgeon for immediate examination any subordinate member reporting for duty or found on duty, in an unfit condition, if such condition is believed to be due to the use of intoxicants.

875. Members of the Department in a state of drunkenness on duty or publicly in such a state when off duty after being examined and so declared by a Department Surgeon, shall be placed, lodged in a cell, and arraigned in the usual manner.

THE FLAG

876. The Flag of the United States shall be displayed on Police Headquarters and all Precinct Stations from sunrise to sunset every day throughout the year, weather permitting. It should be hoisted briskly but lowered slowly.

877. When the Flag is displayed from a staff projecting horizontally, or at an angle from the window sill, balcony, or front of building, the union of the Flag should go clear to the peak of the staff, unless the Flag is at halfstaf.

878. When flown at halfstaf, the Flag should be hoisted to the peak for an instant and then lowered to the halfstaf position, but before lowering the Flag for the day it should be first raised again to the peak. By halfstaf is meant hauling

down the Flag to one-half the distance between the top and the bottom of the staff. On Memorial Day, May 30th, the Flag is displayed at halfstaf from sunrise until noon and at fullstaf from noon until sunset.

879. When used to cover a casket, the Flag should be placed so that the Union is at the head and over the left shoulder. The Flag should not be lowered into the grave or allowed to touch the ground. The Flag-draped casket should be carried feet first.

880. When the Flag is displayed in a manner other than by being flown from a staff, it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the Union should be appermost to the observer's left.

881. The Flag shall be placed at halfstaf on Police Headquarters and all Precinct Stations as follows:

(a) On the death of a Lieutenant, Sergeant (Sergeant Stenographer), Patrolman, or a Policewoman, the Flag on Police Headquarters, or the Precinct Station to which he or she was attached shall be placed at halfstaf from sunrise until sunset of the day of his, or her funeral, on the death of a Captain, from the time of his death until sunset of the day of his funeral on the death of an Inspector, a Deputy Chief or the Chief of Police, on all Precinct Stations from the time of his death until sunset of the day of his funeral, and the Flag shall be at halfstaf on Police Headquarters on the day of his funeral.

(b) On the death of a member of the Department killed in the discharge of his, or her duty, the Flag of the United States shall be at halfstaf on Police Headquarters or the Precinct Station to which he, or she, was attached, for a period of ten days from the day of his, or her death. The Flag shall be at halfstaf on all Department buildings from sunrise to sunset on the day of the funeral.

MILITARY COURTESY

882. Strict observance of the proprieties of military courtesy applicable to the Department will be required of all members, and they shall thoroughly familiarize themselves with and be governed by the instructions here given.

883. The regulation salutes of the Department shall be the same as "Hail Salute" and "Present Arms," prescribed in Training Regulations for the

United States Army, the baton and nightstick being substituted for saber, and the term "Present Saber" changed to "Baton Salute."

884. The regulation salutes may be tendered or returned by members of the Department in uniform whether covered or uncovered.

885. The Regulation salutes shall not be tendered to, or returned by, members of the Department in civilian dress, but for the purpose of these rules, members wearing office coats with shield, or with shield and insignia of rank adixed, shall be considered in uniform.

886. The Regulation salutes shall be tendered and returned while walking or standing at Attention, although a Superior Officer seated may return the salute of a subordinate without rising, and a subordinate seated, performing a necessary task, need not salute a Superior Officer passing or in any way acknowledge his presence unless addressed by such Superior Officer, and in the transaction of Departmental business between Superior Officers and subordinates seated at work it is not necessary that the latter rise. A mounted member need not dismount to salute a Superior Officer mounted or afoot but should dismount and tender a salute when about to address, or upon being addressed by a Superior Officer afoot, unless otherwise directed by such Superior Officer. For the purpose of this Rule, chauffeurs and motorcycle officers, and occupants of motor patrol cars will be considered mounted.

887. Except at ceremonies, salutes should not be tendered at distances greater than twenty paces, and for the purpose of these Rules the correct saluting distance shall be six paces, unless it is obvious that the person to be saluted will not approach or pass at that distance.

888. Salutes shall not be tendered by members while riding in public conveyances.

889. Salutes between members of the Department should be tendered and returned with smartness and precision. Subordinates, and in the case of Superior Officers of equal rank the junior in point of service in the rank shall salute first. Salutes when tendered should be held until the person saluted returns or acknowledges such salute, or until it is obvious no such return or acknowledgment will be made by reason of the fact that the member to whom the salute was tendered, failed to observe such salute. A salute

once tendered need not be repeated when the person saluted remains in the vicinity.

890. Salutes shall not be tendered or returned with a book, paper, pencil or other object, except baton, or nightstick in the right hand. Any object held in the right hand, except baton or nightstick, should be transferred to the left hand before tendering a salute. When both hands are engaged, no salute should be tendered or returned, in such case members should stand or march at Attention and glance toward the person to be saluted in acknowledgment of his presence or of a tendered salute.

891. Members in uniform should not tip their headress to any person, but offer or acknowledge greeting, in those cases where it is customary to tip the hat in civilian attire, by a slight forward inclination of the head and appropriate oral salutation.

892. Members of the Department shall tender regulation salutes to the following individuals, promptly upon recognition.

Dignitaries of State.

The President and Vice-President of the United States.

Members of the President's Cabinet.

Members of the Senate of the United States.

The President, Premier, or Ruler of any foreign State or Country.

The Governor of the State of New Jersey.

The Governor of any State in the Union on an official visit.

893. Dignitaries of Church.

Clergy of all faiths and denominations of and above the office of Bishop.

894. Officials:

The Director of Public Safety of the City of Newark.

Members of the Board of Commissioners of the City of Newark.

The Police Commissioner.

The Board of Public Safety as a body.

Clergy. The Chaplains of the Department.

Members of the Department: (when in uniform) The Chief, Deputy Chiefs, Inspectors,

Captain, Lieutenants and Sergeants (Sergeant-S stenographer).

895. Regulation salutes shall be tendered when about to come into or withdraw from the presence of, or on the approach of, or when about to ad-

dress, or upon being addressed by, a person or body entitled to such salutes, during the playing of the National Anthem at the approach of and during the passing of the National Colors, at the passing of the remains of a Dignitary of State or Church, Official, Chaplain of the Department, Member of the Department of whatever rank, the flag-draped casket of any person, and when it ranks, at the command of the Superior Officer, or member in charge.

896. Whenever the National Colors shall be hoisted within six paces of any member or body of members, regulation salutes shall be terminated, and those members uncovered shall cover, after a lapse of ten seconds.

897. Members in uniform when entering the office of the Director of Public Safety, the office of any member of the Board of Commissioners of the City of Newark, the office of the Police Commissioner, the chambers of the Board of Public Safety during session if covered, shall uncover. Members in uniform when entering court, church, the chambers of the Grand Jury, the presence of the dead (except at the scene of a crime), if covered shall uncover.

898. Members of the Department in uniform when meeting or passing a Superior Officer in uniform shall tender the prescribed salute, unless impracticable to do so. Any salute tendered by such subordinate shall be acknowledged by the Superior Officer.

899. Members of the Department when entering the presence of a Superior Officer or upon being addressed by him shall assume the position of attention and remain in that position until orders, instructions, or conversation is completed unless otherwise directed by such Superior Officer.

900. When referring to, or addressing a Superior Officer whether on, or off duty, the appropriate title of the officer addressed or referred to shall be used and no omission, alteration, or abbreviation will be permitted. Superior Officers, in addressing members without official rank, shall use the prefix "Patrolman" or "Officer."

901. Members of the Department during parade routes, or at fires or on other occasions when a large number of policemen are assembled for a specific purpose, will not salute Superior Officers unless they address or are addressed by such Superior Officers. When in ranks or formation, members of the Department will not salute, unless di-

rected to do so by the member in immediate command.

SALUTES

902. Salutes shall be used by members of the Department in uniform and shall be made with the hand, or with the baton (nightstick), and in the following manner:

HAND SALUTE

Raise the right hand smartly until the tip of the forefinger touches the lower part of the forehead or forehead above the right eye, thumb and fingers extended and joined, palm to the left, forearm inclined at about 45 degrees, hand and wrist straight, at the same time looking toward the person saluted. When the salute is acknowledged drop the arm smartly to the side.

BATON (NIGHTSTICK) SALUTE

Grasp the handle of the baton (nightstick) firmly in right hand, thumb extended along baton (nightstick), raise baton so that hand will be at the girth of chin, back of hand to the front, baton at an angle of about 30 degrees.

903. Whenever the Director of Public Safety, the Police Commissioner, any member of the Board of Commissioners of the City of Newark, any member of the Board of Public Safety, Chaplain of the Department, a dignitary of Church or State, or Superior Officer above the rank of Captain shall enter any room in which there are members of the Department (except in a trial room, or court room, or when engaged in the performance of police duties which make it impracticable), the first member to become aware of the presence of such person shall promptly call "ATTENTION" and all such members present shall promptly assume the position of attention, and so remain until such person leaves the room, or until otherwise ordered or directed by such person.

SALUTE TO THE NATIONAL ANTHEM

904. Salutes to the National Anthem shall be tendered by members of the Department as follows:

NOT IN FORMATION:

In uniform, covered, or uncovered, without baton. WITH THE HAND SALUTE.

In uniform, with baton. WITH THE BATON SALUTE.

In civilian clothes, covered. UNCOVER WITH THE RIGHT HAND AND HOLD THE HEAD DRESS OPPOSITE THE LEFT SHOULDER IN INCIDENT WEATHER THE HEAD DRESS MAY BE HELD SLIGHTLY RAISED FROM THE HEAD.

In civilian clothes, uncovered. STAND AT ATTENTION, DO NOT SALUTE.

IN FORMATION:

Without batons. THE COMMAND SHALL BE BROUGHT TO ATTENTION, AND THE COMMANDING OFFICER AND SUCH OTHER OFFICERS AND PATROLMEN AS ARE NOT IN RANKS SHALL GIVE THE HAND SALUTE.

With batons. THE COMMAND SHALL BE BROUGHT TO "BATON SALUTE" AND THE COMMANDING OFFICER SHALL HIMSELF GIVE THE "BATON SALUTE."

§66. Members of the Department saluting the "National Anthem" shall, except when in ranks, face the music, the salute shall be rendered at the first note of the Anthem and continued until the last note has been played.

SALUTE TO NATIONAL COLORS

§68. Unless performing police duty requiring immediate attention, members of the Department shall salute the uncased National Color as it passes on all public occasions, ceremonies or parades, or when it is carried into any building, room or other place where they are present, including funerals where the casket or caisson is draped with the Flag of the United States, as follows:

NOT IN FORMATION:

In uniform, covered or uncovered, without baton. WITH THE HAND SALUTE.

In uniform, with baton. WITH THE BATON SALUTE.

In civilian clothes, covered. BY UNCOVERING WITH THE RIGHT HAND AND HOLDING THE HEAD DRESS OPPOSITE THE LEFT SHOULDER.

IN FORMATION, AT A HALT.

Without batons.

THE COMMAND SHALL BE BROUGHT TO "ATTENTION" AND THE COMMANDING OFFICER AND SUCH OTHER OFFICERS AND PATROLMEN AS ARE NOT IN RANKS SHALL GIVE THE HAND SALUTE.

With batons.

THE COMMAND SHALL BE BROUGHT TO "BATON SALUTE" AND THE COMMANDING OFFICER SHALL HIMSELF GIVE THE "BATON SALUTE" FOLLOWING WHICH HE SHALL GIVE THE COMMAND "CARRY BATONS."

In motion.

THE COMMAND SHALL EXACTLY "GIVE RIGHT" OR "LEFT" UPON COMMAND, AND THE COMMANDING OFFICER AND OTHER OFFICERS AND PATROLMEN NOT IN RANKS SHALL DO LIKEWISE AND SHALL SALUTE WITH THE BATON IF BATONS ARE CARRIED, AND WITH THE HAND IF BATONS ARE NOT CARRIED, FOLLOWING WHICH THE COMMANDING OFFICER SHALL GIVE THE COMMAND, "FRONT."

§67. A command "AT EASE" at a halt, shall be brought to Attention upon the approach of the National Colors from or in a direction paralleling its rear. In such cases no salute shall be rendered.

§68. A command "AT EASE" at a halt, shall be brought to "Attention" upon the approach of the National Colors from or in a direction paralleling its front, and when at a distance of six paces prescribed salutes shall be rendered.

§69. When passing a reviewing officer the Department Color is dipped six paces before reaching the officer and raised to "Carry" when six paces beyond.

§70. Whenever the salute is rendered by the uniformed ranks with the National and Department Colors present, the Department Color Bearer renders a salute by dropping the staff forward the length of the arm (staff about 45 degrees) without removing it from the carrier.

§71. At the command "Cover," "Carry Batons," "Front," or when the hand of the Commander is lowered from the hand salute, the Department Colors are again raised to the position of "Carry."

FUNERAL ESCORTS

912. Upon the death of a member of the Department, active or retired, it shall be the duty of such deceased member's Commanding Officer to ascertain whether or not an escort for the funeral, the Department Band is desired by the family or next of kin of the deceased, and promptly to so notify the Chief of Police through the proper channels.

913. The procedure at funerals shall be prescribed by the Chief of Police.

AMENDMENTS TO RULES AND REGULATIONS

914. The Rules and Regulations of the Department may be amended, revoked, or suspended, in whole or in part, or additional ones may be made from time to time, as the circumstances, or the good of the service may require, by the Director of Public Safety.

915. When notice of any amendment, alteration or new Rule and Regulation is given to the members of the Department, they shall promptly make the necessary correction and insert such change in their Manual.

CIVILIAN EMPLOYEES

916. The Rules and Regulations of the Department shall be applicable to all civilian employees when such rules are not inconsistent with their specific duties.

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MANUAL OF
RULES AND REGULATIONS

OF THE
POLICE DIVISION
DEPARTMENT OF
PUBLIC SAFETY



OF THE
CITY OF NEWARK
NEW JERSEY

Adopted May 1 1948 by
JOHN B. KEENAN
DIRECTOR OF PUBLIC SAFETY



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JOHN B. KEENAN

Director of Public Safety

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INTRODUCTION FOR
MANUAL OF RULES AND
REGULATIONS
AND FOR
MANUAL OF PROCEDURE

The Manuals of Rules and Regulations and Procedure for the Police Division, of the Department of Public Safety, Newark, New Jersey, have been published in two volumes (Volume 1--Manual of Rules and Regulations, Volume 2--Manual of Procedure). They were prepared to present to all members of the Division the duties and obligations required of them in the proper performance of their duties.

All members of the Division are strictly bound by them, regardless of the rank to which they may be assigned. It therefore becomes the responsibility to carefully study and assimilate all the requirements, so as to be familiar with them and act accordingly.

The first rudiment of good police duty is to obey and act properly. The rules, regulations and procedure are promulgated for the purpose of laying the basis for proper obedience, guidance and performance of duty and duty.

Ignorance of or misunderstanding of any of the provisions of the Manuals, will not be accepted as an excuse, in the event neglect charges, emanating from failure to observe the rules, regulations, or procedure are necessary.

While the rules, regulations, and procedure are laid down under separate titles, emphasis must be placed upon the fact, that failure to observe the precepts of the Manual of Procedure may result

in departmental charges, as well as any infraction of the Rules and Regulations.

The rules, regulations, and procedure are compiled in accordance with the law for the information, guidance and government of all members of the Police Division, Department of Public Safety of the City of Newark, New Jersey.

All rules, regulations, procedure and orders, previously issued, contrary to those embodied in the Manuals, are hereby revoked.

For the good of the service, the right is reserved, in accordance with the statute provided, to amend or revoke any of the rules, regulations or procedure, or add thereto, as circumstances may require.

The rules, regulations, and procedure are set down as a guide for the application of every member of the division to his duties. While every effort has been made to cover all situations, members must remember that during their tenure of office many situations may arise that are not arbitrarily embraced in the Manuals. In such events members shall apply themselves to the best of their ability, and in accordance with the rules, regulations, and procedure, as closely as possible.

Faithful performance of duty, and exemplary conduct, alone will be the guiding factor, in determining consideration of the merit and efficiency of the Members of the Division, for future recognition and reward.

JOHN B. KEENAN

Director

Department of Public Safety

Date

June 30-1948

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ADMINISTRATION

1A. The relative rank of members of the Department shall be as herein designated:

1. Police Commissioner
2. Chief
3. Deputy Chief
4. Inspector
5. Captain
6. Lieutenant
7. Sergeant, Sergeant Stenographer
8. Patrolman
9. Policewoman

2A. Command shall be exercised by virtue of rank, and in cases of equal rank, by length of service in such rank, and where equal, by length of service in the next preceding rank.

3A. During the temporary absence of a Commanding Officer, when no other provision is made by competent authority, the command automatically devolves upon the subordinate present next in rank, or seniority if of equal rank.

4A. Members of the Department who may be placed temporarily in the position of a member of a higher rank by proper authority, shall exercise the duties only and perform the duties of such higher position or rank during the absence of the member in the manner as if regularly appointed to such a position. They shall not alter or contravene any order issued by the member whose place they temporarily occupy, except when the expediency of police business demands.

5A. Superior Officers are strictly enjoined to require from their subordinates a proper attitude of respect and obedience at all times.

6A. Upon all occasions when a body of members of the Department is assembled, the ranking officer present shall take command, and will be held responsible for the official action and conduct of those present and for the good condition of everything entrusted to his charge. He shall be familiar with all that concerns his command and he shall exact from his subordinates efficient performance of duty.

7A. When two or more Patrolmen are sent upon any special duty and no ranking officer accompanies them, the patrolman senior in points of service will have command.

RULES OF DISCIPLINE

8A. Any officer or member of the Police Department shall be subject to reprimand, loss of pay, suspension from duty, reduction in rank or dismissal, according to the nature and aggravation of his offense for any of the following causes or violations of any rule, regulations or order governing the Police Department:

1. Absence from duty without leave
2. Soliciting or accepting a bribe
3. Aiding any person or persons to escape arrest
4. Any act or omission contrary to good order and discipline
5. Assaulting a citizen or fellow member of the Department
6. Being under the influence of an alcoholic liquor, narcotic drug, or other stupefying or intoxicating agent
7. Conduct contrary to good order and discipline
8. Conduct reflecting unfavorably on

- the courage and resourcefulness of the members of the Department.
9. Falsely stating or unfavorably reflecting on the official actions of a superior officer, or the Rules, Regulations or Orders of the Department.
 10. Drinking any intoxicating liquor while on duty or in uniform.
 11. Entering any building while on duty and in uniform, except on actual police duty.
 12. Feigning illness, injury, or incapacity to perform required duty.
 13. Immorality, indecency, or lewdness.
 14. Mental or physical incapacity to perform required duty.
 15. Habitual use of indecent, profane, harsh or uncivil language.
 16. Insubordination or disrespect to a Superior Officer.
 17. Leaving post or assignment without just cause.
 18. Leaving residence while on sick leave without permission of a Department Surgeon.
 19. Making any false statement in application for appointment to the Department.
 20. Not properly patrolling post.
 21. Neglecting or refusing to pay just debts.
 22. Absent of duty.
 23. Revealing to any person, not a member of the Department, any proposed police action or movements, or the provisions of any official order, without permission from the Chief of Police.
 24. Sleeping while on duty.
 25. Uncleanliness in person or dress.

26. Falsifying any official report.
27. Violation of any criminal law.
28. Willful disobedience of orders.
29. Willful mistreatment of a prisoner or any other person.

Any violation or offense not properly chargeable under other Rules of Discipline shall be charged under Rule 22.

GENERAL RULES AND REGULATIONS

1. The Police Service day shall consist of twenty-four hours, computed from 8 A. M. to 8 A. M. the day following.

2. It shall be the duty of each member of the Department, including civilian employees, to thoroughly familiarize himself with each provision of the Rules and Regulations of the Department as well as specifically and generally with the duties of his rank, grade or position. Failure on the part of any member or employee of the Department to acquaint himself with the provisions of the Rules and Regulations as hereby directed will be deemed neglect of duty and may be made the subject of charges against such member.

3. Members of the Department shall at all times, within the boundaries of the City, preserve the public peace, prevent crime, detect and arrest violators of the law, protect life and property and enforce the Laws of the State of New Jersey, and the Ordinances of the City of Newark.

4. Members of the Department shall conform to and abide by the Rules and Regulations of the Department, observe the Laws of the State of New Jersey and Ordinances of the City of Newark, and

render their services to the City, with zeal, efficiency and fidelity.

3. Members of the Department shall be assistant policemen of the City of Newark unless by order of the Director of Public Safety. Through recommendation of the Department Surgeon they may be permitted to reside elsewhere, and shall devote the entire time to the service of the Department. They shall engage in no other business or occupation, unless under suspension without pay, and permission to engage temporarily in other business or occupation is obtained from the Director of Public Safety. In the performance of duty they shall respond promptly to every call and give their best efforts under any and all circumstances. In reporting for duty they shall be on time. Members shall bear in mind always that regardless of rank or assignment, they are policemen and are required to act accordingly.

4. Members of the Department shall have regular hours assigned to them for duty. They shall be considered "off duty" if they shall, however, be now always subject to duty, and although periodically relieved from the routine performance of duty are always subject to orders from proper authority to call from even at the fact that they may be technically "off duty" shall not be held as relieving them from responsibility of taking proper police action in any manner coming to their attention at any time requiring such action. In carrying out the functions of the Department, members thereof shall direct and coordinate their efforts in such a manner as will tend to establish and maintain the highest standard of efficiency.

5. Members of the Department shall promptly, thoroughly, and cheerfully obey any lawful order emanating from any Superior Officer. Should any such order conflict with a previous order from any other Superior Officer with any general, verbal, or special order or any provision of the Rules and Regulations, the member to whom such order is given shall respectfully call attention to such conflict of orders, and if the officer giving the last order does not change the same so as to obviate such conflict, his order shall stand and the responsibility shall be his, and the member obeying the same will not be held in anyway responsible for disobedience of any orders previously issued.

6. Members of the Department shall be held responsible for the duties assigned them, and for strict adherence to their part to the Rules and Regulations adopted from time to time for the government of the Department, and it will not be received as an excuse or justification for anything that they may do contrary to the Rules and Regulations, or for anything that they omit to do, that they follow the advice or suggestion of any other person, whether that person be connected with the Department or not, except when an officer of higher rank may take upon himself the responsibility of issuing direct and positive orders.

7. Members of the Department shall at all times conduct themselves in a quiet, civil, and orderly manner, refrain from indecent, profane, uncivil or threatening language, regardless of provocation, be gentlemanly and respectful to Superior Officers, members equal in rank and citizens. Use no unnecessary force or vio-

leness to prisoners or any other persons answer all proper questions, but avoid unnecessary conversation while on duty.

10. Members of the Department reporting for duty must be neat and clean in their person and clothing. If in uniform, same shall conform to the regulations of the Department. Members in uniform will not be permitted to carry any package or baggage, except in actual performance of duty. When on the street in uniform and walking in groups of two or more, they shall march a step. When proceeding as a body to or returning from the performance of duty, the member in charge shall march such body in military order when practicable.

11. Members of the Department shall report to the Commanding Officer any change of residence, at least 24 hours before such change, for his effect, giving the address of the new place of residence. They shall also report in telephone numbers of their residences, or in the event they have no telephone, the names of their nearest neighbors through which they may be reached in cases of emergency. This information to be furnished in accordance with the Department's regulations.

12. Members of the Department shall not communicate verbally or in writing, directly or indirectly, in any manner or form, any information which may tend to defeat the ends of justice or enable persons charged with criminal or quasi-criminal acts to escape arrest or punishment, or which may permit them to dispose of, or secrete any money or goods unlawfully obtained. Members shall treat as confidential the official business of the Department. They shall not im-

part it to anyone, except those for whom it is intended, or as directed by their Commanding Officer or under process of law, and they shall not make known to any person, whether or not a member of the Department, any special order which they may receive, unless required by the nature of the order. Members may report to representatives of the press upon establishing their identity current news, providing the ends of justice are not thereby defeated and permission is obtained from the Chief of Police.

13. Members of the Department shall not directly or indirectly be concerned in making any compromise or arrangement between thieves or other criminals and persons who have suffered from their acts, with the view to permitting the offenders to escape arrest and punishment as provided by law, any member of the Police Department having knowledge of any such compromise or arrangement contemplated or made by any member of the Police Department and failing to report same immediately to his Commanding Officer, shall be deemed guilty of violation of this rule.

14. Members of the Department shall not solicit, suggest, or recommend to any prisoner the employment or name of any person, attorney, counsel, or bondsman with the view to his defense at any time. Members shall not become surety for any person arrested for crime, or release a prisoner from custody, except as provided by law.

15. Members of the Department shall not allow themselves to be photographed for publication without permission of the Chief of Police.

16. Members of the Department shall

not interfere in civil cases except to prevent a breach of the peace, or to quell a disturbance actually commenced.

17. Members of the Department shall not be members of any fire, or military corps, or militia, with a former organization or body the constitution of which embraces provisions which may in any way exert proper consideration and prevent the proper and efficient functioning of the Department.

18. Members of the Department are positively prohibited from active participation in politics other than to exercise the right of suffrage; neither shall they discuss politics when it concerns directly or indirectly the discharge of police duty. Members on duty in or about a place used for political meetings, shall not express approval or disapproval of the views expounded by the speakers. They shall bear in mind they are policemen, and public servants, without regard to party.

19. No members of the Department shall be permitted to apply for a warrant for any assault upon himself without first reporting the case in writing through his Commanding Officer to the Chief of Police, and obtaining from him permission to apply for such warrant. In no such case shall the aggrieved member be permitted to serve such warrant.

20. Members of the Department shall not use in any form, either tobacco or chewing gum, or like substance, at any time while on duty and in uniform. Members in uniform on duty on the street will be permitted to smoke during the period between midnight and 6 A. M. but must exercise discretion if there be unusual activity.

21. No game of chance for stakes or wagers shall be played in any Fire Station or other Department building. Games of amusement may be played only in such parts of Department buildings as may be designated by the Commanding Officer having charge of such building.

22. Members of the Department when called to a Department telephone shall promptly respond by first giving the name of the Command and to which he is assigned, his rank or title, and surname and the member calling shall then promptly identify himself in like manner except telephone operators and radio dispatchers who shall give their number.

23. The roster or any portion thereof, of members of the Department shall not be given to any individual, firm or corporation by any member of the Department, unless permission is obtained from the Director of Public Safety through the Chief of Police.

24. Members of the Department are prohibited from revealing any information where any physician reports any person injured as a result of the criminal act of another or about a person having injuries of a possible criminal nature. Such information must be kept strictly confidential. Members shall not divulge, except to competent authority, such physician's name or to permit anyone not directly concerned with the case, although a member of the Department to examine any reports, documents or books or records of any kind in which the names of physicians giving such information may appear. All members of the Department receiving information from members of the medical fraternity must omit from the report given to newspaper-

meet the names of physicians.

25 Members of the Department shall not read a newspaper while in uniform while on duty.

26 Members of the Department shall not deliver addresses at public gatherings concerning the work of the Department, nor shall they, under any circumstances, make statements for publication concerning the plans, policies or affairs of the department, strikes of the Department unless duly authorized to do so by the Chief of Police.

27 Members of the Department are prohibited from making or causing to be made any duplicate of signal box keys without the approval of the Chief of Police.

28 Members of the Department who may have come in direct contact with a person suffering a contagious disease, or who have been exposed to contagion, shall at once notify their Commanding Officer who will promptly inform the Department Surgeon or one of his assistants to examine the affected individual forms provided. Instructions of Surgeon or Assistants will be complied with.

29 Members of the Department shall promptly pay all just debts and legal liabilities incurred by them, and shall not borrow any money securities or property from any other member of the Department or otherwise become indebted to any such member. No member of the Department shall become an accommodation, endorser on any note or paper whereby such member may obligate himself for the payment of said note, or assume responsibility for the debts of others.

30 Members of the Department shall

not knowingly enter any house suspected or reported as being of ill repute, except in the performance of duty, and if required to enter such place shall report the fact to their Commanding Officer as soon as practicable.

31 Members of the Department shall be responsible for the good care of Department property whether fixed or movable assigned to their use or keeping, and promptly report to their Commanding Officer, the loss of, damage to, or unreasonable conditions of such property.

32 Members of the Department shall respect the confidence of persons who seek the aid of the Department on information given voluntarily and exclusively by themselves and request that their names and business or addresses be not made public. Nor shall the name of any person who complains that another has violated the Law be revealed except under due process of law or when it is absolutely necessary in the performance of duty by the investigating officer.

33 Members of the Department shall promptly submit bills for expenses necessarily incurred in connection with their official duties to their respective Commanding Officers under whose immediate direction the expenses were incurred. Bills shall be signed by the Commanding Officer certifying that the member submitting the bill has incurred same under his Command.

34 Sleeping, idling, or loafing while on duty is prohibited, and any member guilty of such misconduct will be subject to charges of neglect of duty.

35. When any member is called to, or happens upon a scene of a crime, he shall

investigate at once and note all particulars and obtain the names and addresses of witnesses and a list of material objects and as shall as soon as practicable communicate the facts obtained to the Desk Lieutenant at the Precinct Station in which the crime is occurred, except if a member of the Detective Division shall communicate such facts directly to the Officer in charge of such Division, and the investigating member will submit a written report as soon as practicable to his Chain of Command Officer. The member making such investigation shall deliver at the scene of the crime all evidence and information obtained in the case to any members of the Detective Division who may be assigned to such case who shall then assume full command of the case. Members of the Department shall prevent unauthorized persons from entering upon the scene of any crime, and will exercise every precaution to avoid destroying or lessening the value of evidence on the premises and surrounding property, and particularly avoid destroying fingerprints or other evidence by an intelligent or careless handling of any weapon or other article.

36. Members of the Department at the scene of a serious crime, fire, or casualty, or special detail when in civilian attire, shall place their shield on their outermost garment. This rule shall not apply to members of the Detective Division or Precinct Plainclothesmen when investigating a crime.

37. When an officer above the rank of Lieutenant enters the room in which there are subordinate members of the Department they shall assume and maintain the position of attention until the

Superior leaves the room or until otherwise ordered.

38. Members of the Department prior to absconge themselves on vacation, or extended leave of absence periods, shall leave with their Commanding Officer their forwarding address.

39. Members of the Department are prohibited from using business cards of any description unless approval is first obtained from the Chief of Police.

40. No member of the Department shall leave the City on police business, except by permission of his Commanding Officer or other competent authority.

41. To summon assistance, use the regulation whistle. The alarm signal shall consist of three long blasts, continued until assistance arrives.

42. When subpoenaed or summoned as a witness for the defense in any court action he will immediately notify his Commanding Officer in writing who in turn shall notify the Chief of Police, and no member shall be a witness in such capacity without service of a proper subpoena.

CHIEF OF POLICE

43. The Chief of Police shall be the executive officer of the Department, subject to the orders of the Director of Public Safety and the Police Commissioner. He shall be responsible for the enforcement of all laws and ordinances within the jurisdiction of the Police Department; the enforcement of the Rules and Regulations, and Manual of Procedure, and orders of the Director of Public Safety and Police Commissioner; the discipline and efficiency of the Police Force; the sa-

supervision of police work and conditions throughout the City and shall exercise such authority and supervision of Department work as the Director of Public Safety or Police Commissioner may assign from time to time. He shall have power to suspend from duty any member or members of the Department, civil or employees included for want of violation or disregard of law, ordinance, rule, regulation or order.

DEPUTY CHIEFS OF POLICE

44. Deputy Chiefs of Police shall be charged with and be responsible for the enforcement of all laws and ordinances, Rules and Regulations, the Manual of Procedure, the orders of the Director of Public Safety, Police Commissioner and Chief of Police. He is responsible for the discipline and efficiency of the members of the Department under his command. Deputy Chiefs shall perform such other duties as may be assigned to them by the Director of Public Safety, Police Commissioner and Chief of Police. In the absence of the Chief of Police, a Deputy Chief, designated by the Chief of Police, shall temporarily perform all the duties and have all the powers and responsibilities of the Chief of Police.

INSPECTORS OF POLICE

45. Inspectors of Police shall have supervision of such division of the Department as may be assigned to each by the Director of Public Safety through the Chief of Police. They shall be under the direct supervision of the Chief of Police. In the absence of the Chief of Police and

Deputy Chiefs, an Inspector designated by the Chief of Police shall temporarily perform all the duties and have all the powers and the responsibilities of the Chief of Police. They shall be held strictly responsible for the proper performance of duty by the members of the Department under their supervision and command and the enforcement of all the Rules, Regulations and Orders. They shall be answerable for the rigid maintenance of efficiency and discipline in their divisions and shall exercise such administrative authority over departmental activities as the Chief of Police may assign from time to time.

PRECINCT CAPTAINS

46. Each Precinct will be in charge of a Captain who shall be authorized to post the members under his command in such parts of his precinct in conformity with the Rules and Regulations, as he may deem expedient.

Captains commanding Precincts are specially charged with the enforcement of all laws and ordinances within their respective Precincts and reporting of places suspected of being operated in violation of laws and ordinances to his Commanding Officer. They shall also be directly responsible for the discipline and efficiency of the personnel of their command, and to this end may establish such minor rules as they deem proper and which are not inconsistent with the Rules, Regulations or Orders of the Department.

EACH PRECINCT CAPTAIN

47. Shall frequently test the knowledge of Sergeants and Patrolmen assigned to

his command as to the conditions of their posts or districts, persons residing or doing business thereon and the nature of business being transacted.

48. Shall upon assuming command of a Precinct enter on the Day Roster in his own hand the date and hour of taking over such command, and promptly make careful inspection of the entire Precinct Station and garages or other buildings attached thereto, noting and recording those that require attention, and submitting a detailed report to his Commanding Officer, listing a complete inventory of Department property under his supervision, including all goods, monies or chattels of whatever description.

49. Shall be held answerable for the manner of treatment of prisoners detained or confined in his Precinct Station, under no circumstances permitting unnecessary violence to be used in the management of prisoners. When any prisoner is found to be in need of medical attention, cause such prisoner to be removed to a hospital, if necessary, or promptly secure the services of a Department Surgeon for such prisoner, or if a Department Surgeon is not available obtain the services of the nearest reputable physician. In all cases where circumstances indicate that a prisoner should be removed from a Precinct Station and detained in a hospital, assign an officer or officers to accompany such prisoner to guard against their escape or suicide, and detail an adequate guard at the hospital for that purpose.

50. Shall make thorough investigation into the cause of injury or death of any prisoner brought into or confined at his

Precinct Station, and submit detailed report of the same to his Commanding Officer.

51. Shall cause requisite information in the case of each person detained at his Precinct Station to be entered in the Arrest Book and Arrest Cards, also cause complete record of all Complaints and Casualties to be entered in books and on forms provided therefor, and be responsible for the prompt forwarding of all such forms to the Bureau of Criminal Identification and Records.

52. Where a Matron or Matrons are assigned to a Precinct Station, equitably apportion routine cleaning work among such Matron or Matrons and Doormen. In all such cases fix responsibility for the proper performance of all assigned duties.

53. Shall promptly forward to the Property Custodian, suitably marked for identification by the finding or arresting officer all lost or stolen property coming into his possession, and obtain the receipt of the Property Custodian therefor.

54. Shall cause accurate record to be kept of the activities of each member of his command while on duty, together with telephone and duty calls of each member, examining the signal sheet daily to ascertain if any member has been derelict in his duty, and systematically filing such records, unless otherwise disposed of, also keep accurate record of overtime duty performed by members of his command.

55. Shall at least once each week examine the tape and signal sheet and see that same is correct.

56. Shall read or cause to be read to the members of his command all official

orders, the decisions of the Director of Public Safety, and the Board of Public Safety. He shall be charged with the maintenance of his command, and such portions of the Rules and Regulations as he may, from time to time, deem necessary.

57. Shall sign all orders published to or affecting a member or members of his command, and note thereon time and date of publication.

58. Shall cause Desk Lieutenants to sign all orders published to or affecting a member or members of his command and note thereon time and date of publication by Desk Lieutenants.

59. Shall, where such action may be deemed advisable, cause members of his command to view orders as read to sign an acknowledgment thereof, cause Desk Orders to be read at three successive roll calls and copy thereof posted at the Precinct Station Board.

60. Shall carefully read all orders, regulations, bulletins and reports of subordinate members of his command, and where required by Rules Regulations or orders forward same through official channels to proper destination.

61. Shall at every public election detain or remove plain men to each polling place in his Precinct to enforce the law, preserve the peace, and protect the ballot boxes, machines, records and other election equipment. Also tour his Precinct frequently during such election to see that all patrolmen are on duty and to insure good order.

62. Shall be on duty at his Precinct Station at all times during the day, unless necessarily called away or excused, and before leaving and immediately returning to his Precinct Station to make

or cause to be made a record thereof, and when such absence may be prolonged, report the fact to his Superior Officer, or, in the absence of his Superior Officer to the officer in charge at Police Headquarters.

63. Shall before leaving the City, notify and obtain permission of his immediate Superior Officer whenever the duration of such absence shall be more than twenty-four hours.

64. Shall frequently inspect or cause to be inspected the condition, appearance, and the equipment of the members of his command, requiring them to be neat and clean in their dress, person and habits, and attired and equipped in accordance with the Rules and Regulations, condemning any uniforms or equipment or parts thereof not in a serviceable condition or in accordance with the Rules and Regulations, and report same, in writing, to his immediate Superior Officer.

65. Shall tour his Precinct at least twice each week during the day in uniform and at night in civilian dress and report in writing the condition of the same to his Commanding Officer.

66. Shall certify to the correctness of all bills for work done at his Precinct Station, keep accurate accounts of all supplies ordered and delivered at his Precinct Station which do not pass directly through the office of the Chief Clerk, such as fuel, forage, etc.

67. Shall or cause to be reported to the Commanding Officer of the Detective Division all cases arising in his Precinct which require the service of detectives immediately on receiving notice of same.

68. Shall at least once a week, inspect his Precinct Station and all De-

partment property under his charge, including dormitory, cells, garage, stables, etc. He shall report, in writing, to his Commanding Officer any repairs that require attention.

69. Shall be responsible for all mechanical or electrical equipment and report to the proper command for its repair.

70. Shall daily forward to the Officer in Command of the Precinct the following reports:

- a) Names of members absent from duty and cause of absence if known
- (b) Number of members present at each and every roll call
- (c) Changes of residence of members
- (d) Number of prisoners arrested by members of his command, during the 24 hours ending at 8:00 A. M.
- (e) Such additional reports as are required by Department orders

71. Shall each day at the opening of Police Court, cause such prisoners as are in his custody and awaiting trial to be brought to such court, together with all articles of evidence properly marked for identification, and cause the arresting officer to be present thereof when required.

72. Shall cause to be kept a receipt book in which shall be entered a record of all money or property found on prisoners, and if turned back obtain a receipt therefor.

73. Shall have power to detail to special work, in uniform or civilian clothes, whenever exigencies of the service require, an adequate number of members of his command, but make no permanent details without the authority of the Director.

Director of Public Safety through the Chief of Police. In all such cases proper forms are to be forwarded to his Commanding Officer.

74. Shall when a member of his command is reported unable to perform duty because of illness or other disability, and it appears that such member is feigning sickness, or that his disability is the result of over indulgence in intoxicating liquor or other improper practice cause the Department Surgeon to be immediately notified so that medical examination can be made at once.

75. Shall see that all necessary reports are promptly transmitted to Police Headquarters, and bring to the attention of his immediate Superior Officer the details of any event of unusual or unusual character, also examine all reports of whatever nature before the same are forwarded to Headquarters.

76. Shall in cases of riot or similar emergency in his Precinct requiring the services of the police, forthwith proceed to the place of disturbance with such number of men as he can muster, and restore peace and order and where it appears that his force is insufficient to cope with the situation, promptly send notice to his immediate Superior Officer.

77. Shall be responsible for the prompt service of all official notices and process which may be sent him by proper authority.

78. Shall cause to be investigated all complaints relative to the conduct of members of his command and properly forward to his Superior Officer a written report of the result of such investigations, also report in writing services deemed meritorious or worthy of special men-

tion performed by any member of his command.

79 Shall immediately take charge of Department Property in the possession of any member of his command who for any reason severs his connection with the Department, and promptly forward such property to the Superior Officer in charge. Accept no resignation until all department property is returned.

80 Shall keep a record of all licenses in his Precinct issued by the City, and when the Department must so advise and see to it that all persons requiring licenses procure them, cause careful investigation to be made of all applications and applicants for such licenses and report in particulars respecting place, nature of business and person or persons interested in each application, together with names and addresses of objectors and reasons for their objections, when conditions warrant recommendation to his Superior Officer the revocation of any such license.

81 Shall frequently examine books and records required to be kept in his Precinct Station and see that all entries are accurate, and neatly made, and that such books and records are kept in conformity with the Rules and Regulations and Procedure of the Department.

82 Shall in case of injury to any person or damage to any property, whereby the City may be liable, cause an immediate investigation to be made and forward report of same to his Superior Officer in order that the Corporation Counsel may be properly notified.

83 Captains assigned as Commanding Officers to other commands, shall be subject to all the Rules and Regulations

and down for guidance and government of Precinct Captains as they are applicable and do not conflict with the specific rules prescribing the duties of the Commanding Officer of the Command to which they are assigned.

DEUTERONAUTS

84 There shall be a lieutenant on duty in charge of the Desk in each Precinct Station and in Police Headquarters, at all times of the day and night, and each such lieutenant shall remain behind the desk unless required to leave his post for any reason he shall place a competent member of the Department in charge during his absence and make record of such event in the Desk Matter regardless of how temporary such change or substitution may be. Lieutenants, during their respective hours of duty shall take charge of the Precinct in the absence of the Captain and in such case shall assume the duties and responsibilities of the Captain.

EACH LIEUTENANT

85 Shall perform such clerical duties as may be required of him by his Captain making prompt, accurate and necessary entries of official business in the Department Records according to the manner prescribed.

86 Shall receive complaints of persons, and reports of members of the Department, and submit same to his Commanding Officer or notify and make such other disposition of aforesaid as is required by the Rules and Regulations, re-

man on duty until properly relieved, and inform his relief of all matters to be attended to during the tour of duty of such relieving member.

87. Shall be responsible for the proper handling of a receiving of all a arms and reports thereof by telephone, teletype, signal box radio and other system apparatus used in the transmission of alarms and police intelligence as may be in operation in his Precinct.

88. Shall personally execute, or cause to be executed, arrest cards and make entries in Arrest Book of all persons arrested. Be responsible for legibility, neatness and accuracy and sufficiency of such Arrest Cards and entries.

89. Shall be thoroughly acquainted himself with the capabilities of members of his command and report to his Captain any violations of the Rules and Regulations of the Department or improper conduct by any member of the Department which may come to his notice, and shall call the attention of his Captain to all matters of importance, such as urgent messages, unusual occurrences, or conditions requiring his attention.

90. Shall properly enter in the authorized books and forms a record of all police business affecting his command, or the Department, occurring or reported during his tour of duty. He shall take proper action thereon, and shall be responsible for preparation of all reports in connection therewith.

91. Shall immediately notify parents, or guardians of children and juveniles arrested for any offense. This rule applies particularly to such children or juveniles as are committed to the Packeria School.

92. Shall in all important matters that take place in his Precinct, promptly notify by telephone the member of the Bureau at Police Headquarters to whom such matters are properly referable, then cause such action or investigation from his Precinct, transmit such alarm, or make such additional notifications, as may be required to insure prompt and efficient handling of such cases, also manage required records of same in the proper books.

93. Shall without unnecessary delay, refer to the Detective Division an arrest for Police authorities outside the City, so that the Detective Division may communicate through official channels, with the authorities by whom the prisoner is wanted, so that they may assume charge of the case.

94. Shall in all cases of important arrests made by members of his Precinct, immediately notify the Detective Bureau, and turn over the prisoner and all evidence in the case to the member of the Bureau assigned to the investigation.

95. Shall be responsible for the proper treatment of prisoners in his custody, under no circumstances permit unnecessary violence to be used in managing prisoners.

96. Shall not permit the confinement in a cell of an unconscious prisoner, or a prisoner seriously ill or injured, but cause such prisoner to be removed under proper guard to a hospital. In the case of a prisoner in need of medical attention where his condition is not serious, cause him, under proper guard, to be removed to a hospital, and returned after treatment.

87. Shall not permit anyone to remain in the Business Room of the Precinct Station except the members of the Department necessary to them, or persons on business, nor permit any person to touch or handle Social and Telephone System, Radio, Television or other apparatus used in the transaction of business or police intelligence except a Superior Officer, the Superintendent of the Signal and Telephone System or his assistants, or representative of the N. J. Bell Telephone Company, or Superior Officers receiving instructions in the operation of such system or apparatus by order of the Precinct Commander.

88. Shall at frequent intervals during the day, and at least every half hour during the night, require the Doorman on duty to make an inspection of the prison and witness room and report to him the conditions found.

89. Shall inspect or cause to be inspected, supplies delivered to his Precinct Station for quantity and quality, and shall make and file adequate record there of.

90. Shall when going on duty, certify on Desk Blotter the names of the inmates whom he receives at the Desk.

91. Shall be responsible that no member be permitted to go, or remain on duty, who is under the slightest influence of liquor, drug, or intoxicating or stupefying agent.

92. Shall not permit a blank space or line in any Department records over which he has supervision.

93. Shall be held responsible for acceptance of improper reports and he shall permit no subordinate who submits a report to leave the Desk until such report

has been passed upon and accepted.

94. Shall show civility and attention to every person visiting Precinct Station or office on business.

95. Shall when a burglary or other serious crime is committed, under circumstances which indicate that it might have been prevented by the patrolman on post, immediately assign a Sergeant to investigate and report to the Captain whether there was any neglect on the part of the patrolman in discovering, or preventing such crime.

96. Shall be responsible for observance of the properties of military courtesy and deportment during roll call and inspection of members before sending them on duty.

SERGEANTS

107. Shall have immediate supervision of patrolmen on patrol duty and patrolmen assigned to special duty in their respective Precincts. They are strictly enjoined to require from subordinates a proper attitude of respect and obedience at all times, and shall on no occasion indulge in undue familiarity with them.

108. Shall set an example to all subordinates in sobriety, dignity, courtesy, discipline, diligence, and observance of proper discipline, and shall at all times appear neatly attired, clean in person and equipment. When assigned to Desk Duty as Acting Lieutenant, be responsible in the same manner and subject to the same rules as those prescribed for Desk Lieutenants.

109. Shall when on patrol be charged with the enforcement of law, the prevention of crime, and arrest of offenders; see

and converse with patrolmen under his supervision as often as possible during his tour of duty.

110 Shall when on patrol, not have a regular route by which to travel a district, nor a regular time and place for meeting patrolmen under his supervision.

111 Shall submit written reports to his Commanding Officer, of general conditions in his district, especially concerning alleged or suspected disorderly or gambling houses.

112 Shall upon observing a violation of Rules, Regulations or orders on the part of a patrolman not under his immediate supervision, make duplicate report of the facts in the case to the Commanding Officer of the patrolman concerned.

113 Shall make himself thoroughly acquainted with the capabilities of the patrolmen under his supervision, and impartially report in writing to his Commanding Officer every case of misconduct, incompetency, neglect of duty, or any violation of the Rules and Regulations on the part of such patrolmen.

114 Shall constantly scrutinize and follow up the activities of patrolmen under his charge, with the view of ascertaining whether police duties are promptly and efficiently performed and instructions properly carried out. Interview complainants as soon that complainants have received proper attention and he shall make written report at the expiration of each tour of duty outlining the work performed by him, his observations, and the results of his investigations on forms provided for that purpose.

115 Shall not leave his assignment while on duty, except on official business

connected with the Department, and in such event, shall advise his Commanding Officer of the time of departure and return and the nature of business transacted.

116 Shall at least once every two hours at a specified time, communicate with his Precinct Station to ascertain whether there are matters requiring his attention. If a patrolman is absent from his post or fails to answer his duty calls, make diligent investigation into the cause, and promptly inform the Desk Lieutenant on duty at the Precinct Station of the results of such investigation, and in addition also submit, at the termination of his tour of duty, a written report to his Commanding Officer concerning the matter.

117 Shall whenever, after thorough search and investigation, he cannot find the patrolman on post, extend the adjoining posts until that of the missing patrolman is covered, and notify the Desk Lieutenant at the Precinct Station. If he cannot cover such post from the adjoining territory, remain thereon until such post is otherwise protected.

118 Shall while on duty, unless otherwise ordered, alertly and faithfully patrol his district, using posts as often as practicable, ascertaining whether each patrolman is in his proper place and aid in performance of every duty. Remain on the street during his entire tour of duty, unless otherwise directed, going to the Precinct Station only for the purpose of receiving and carrying out such orders as may be given him by his Commanding Officer. Not patrol in vehicles, except when the expediency of police business requires, or when so ordered.

119 Shall be answerable for the non-performance of duties or other misconduct. The patrolmen assigned to beat in a district, whenever reported complaints are made by members of the community or others, he shall be subject to charges and liable to punishment for neglect of duty if such complaints prove to be well founded and have not been reported by him to his Commanding Officer.

120 Shall inspect the memorandum books of patrolmen under his supervision at least once each week, and see that alarms and other pertinent information is recorded therein, and he shall frequently examine the same to ascertain if subordinate members to ascertain whether they are being properly filled in and issued in proper order. He shall frequently test and examine the men under his supervision to ascertain their knowledge respecting the Rules and Regulations and all other matters pertaining to their duties. When it appears that a patrolman is ignorant of his duties, and after a reasonable period of instruction he still shows no indication of improvement or if for any reason a Patrol Sergeant believes that a patrolman under his supervision is either mentally or physically unfit for patrol duty, he shall promptly inform his Commanding Officer, in writing, on his observations.

121 Shall carefully record in his memorandum book the date, time and place of meeting each patrolman under his supervision during his several hours of patrol duty, and the particulars of all matters pertaining to his duty necessary to make proper report to his Commanding Officer, or regarding which he may be called upon

to make a statement.

122 Shall during his tour of duty, visit, if practicable, all patrolmen detailed at night to a police sub-station or other special duties or posts in his district.

123 Shall when making his regular duty calls do so through Police Signal Boxes, except on occasions when such method would be impracticable or impossible.

124 Shall when first arriving at the scene of a fire, riot, or other important police emergency, report the facts to the Desk Lieutenant on duty at the Precinct Station House, and then take such action as the situation may require.

125 Shall be held responsible for the proper conduct and appearance of patrolmen on their districts or under their supervision, and would be deemed guilty of neglect of duty or inefficiency when those under his command or supervision are habitually lax and indifferent in the performance of their duties.

SERGEANT-STENOGRAPHER

126 The Sergeant-Stenographer shall be under the immediate supervision of the Chief of Police and shall perform such duties as may appertain to his rank as may be assigned to him. He shall faithfully and diligently perform the duties of his rank, and shall be responsible in the same manner and subject to the same rules as Sergeants in the Police Division.

PATROLMAN

127 Appointment of a patrolman to the Police Department is for a probationary period of three months, continu-

ation in the service being dependent upon the conduct of the appointee and his fitness for the performance of the duties to which assigned as indicated by the quality of his work and by reports and recommendations of the Commanding Officer of the Police Academy and his Superior Officers. If at the end of six months, the appointee proves unfit, he may, in the discretion of the Director of Public Safety, be dismissed from the service.

128. A Patrolman is assigned to a Precinct or other post merely to perform an assigned patrol as directed to the orders of his Superior Officer of the Department. Each Patrolman in carrying out the functions of the Department, namely, the preservation of the public peace, the protection of life and property, the prevention of crime and arrest of violators of the law and the proper enforcement of all the laws and ordinances of which the Department takes cognizance, shall constantly direct his best efforts to accomplish that end intelligently and efficiently. He shall hold himself on readiness at all times to answer the calls and obey the orders of his Superior Officers. He shall be held to strict accountability for the good order of the Post to which he may be assigned to duty. He shall have such regular hours of duty as may be prescribed. When not assigned to regular duty, he will promptly and thoroughly perform such special duty as may be ordered.

EACH PATROLMAN

129. Shall when assigned to a post, faithfully, diligently, and alertly patrol every part to the limits thereof until the

expiration of his tour of duty. He must not sit lounge, loaf, or act the idler thereon. When required to interrupt his regular patrol, to give attention to any complaint, or for assistance arrest an offender, or other police emergency, he shall attend to such duties with business-like dispatch and, without unnecessary loss of time, resume traversing his post in the regular manner.

130. Shall in no case refuse to give his assistance for the protection of persons or property near his post, if called upon in any instance requiring immediate attention, but shall return to his own post as soon as possible.

131. Shall avoid concealing himself while on post, except for some police purpose, and not patrol on boxes or other conveyances except when so assigned. He shall be completely on the alert, observing what takes place within sight or hearing and keep vigilant watch for fire, gas escape, and offenses against persons, property and the public peace.

132. Shall carefully inspect every part of his post as often as possible, and by his vigilance and activity render it difficult for anyone to commit a crime thereon. He must, to the utmost of his power, prevent the commission of assaults, breaches of the peace and all other offenses about to be committed and engage in no altercations or arguments.

133. Shall furnish such information when requested as consistent with his duties. At all times, when in uniform, wear his shield over the left breast on the outermost garment in sight, and give his name and number in a respectful manner to all persons who civilly request same.

134. Shall when any disturbance occurs immediately take action, the means to be used, however, not to be properly reported to the Desk Lieutenant. If a person shall have committed a crime or shall be in a dangerous or otherwise person in disturbing the peace take the person into custody and send him to the Precinct Station.

135. Shall report for duty promptly, correctly and neatly attired, fully equipped and in fit condition for efficient service immediately on entering the Precinct Station or at the termination of his tour of duty, advance to the desk and salute the Desk Lieutenant and have name and post number checked on signal sheet.

136. Shall report to his Desk Lieutenant the location of any animal seen in any lot, street, or public place, so that it may be removed.

137. Shall when notified by a Superior Officer of any dereliction or neglect of duty immediately explain the facts to such Superior Officer and be ordered to submit a written report to his Commanding Officer when reporting off duty submit a written report of such dereliction, or neglect of duty, and in the absence of the Commanding Officer, send such report with the Desk Lieutenant. It shall be the duty of the Patrolman to visit his Commanding Officer at his office in the Precinct Station the first opportunity thereafter to give whatever additional information or explanation may be required.

138. Shall promptly transmit through the police signal system all duty or telephone calls required of him unless specifically

ordered to transmit such calls by public telephone. After sending in a duty call await the proper return signal and remain at the open signal box for at least two minutes to receive any emergency calls, or to respond to any call to which he may be directed to by the Desk Lieutenant. If a return signal is not given send in a telephone call from the signal box, if such telephone call is not answered, proceed immediately to the next nearest signal box or accessible telephone and communicate to the Desk Lieutenant the facts in the case.

139. Shall upon discovery that he is late on a duty call proceed immediately to the nearest signal box and send in his call as soon as possible and at once to the Desk Lieutenant explaining his reasons for being late on the call. If tardiness is a period of fifteen minutes or less, he shall submit a report, and if more than fifteen minutes duplicate reports shall be submitted to his Commanding Officer at the termination of his tour of duty. When patrolmen on adjoining posts are five or more minutes late in sending in their calls all involved must submit written duplicate reports to their Commanding Officer.

140. Shall learn the location of all fire alarm boxes and police signal boxes and accessible telephones on his post and require fire hydrants to be kept unobstructed at all times, keep the public peace, and will cooperate in every way possible with other City Departments in matters brought to his attention which are not within the jurisdiction of the Police Department.

141. Shall pay particular attention to unoccupied or temporarily vacant dwell-

ings and buildings, whether or not the same be under construction at the Precinct Station, shall report all such persons and protect them from thefts and damage.

142 Shall not continuously follow the same route in patrolling a post but occasionally stand in various positions since dark and watchfulness of surroundings. While on post never enter a building except on the immediate emergency of duty, never leave post by crossing the boundaries thereof except on the immediate discharge of police duty and in such cases notify the Precinct Station as soon thereafter as possible.

143 Shall when a crime has been committed on his post and there is cause to suspect that he has been negligent in his duty be required to prove to the satisfaction of his Commanding Officer that he was diligent and strictly to duty.

144 Shall while on duty, note all street and sidewalk obstructions, all defects of streets and sidewalks from which accidents may occur, remove them when practicable, all places for which temporary permits are granted for building or where excavations or excavations are being made and see that suitable accommodations are provided for the public travel, all overhead manholes and power lines exposed or insecure, all buildings erected, or in process of erection without permit properly displayed or any building defectively built, or which may have become unsafe, or where persons dangerous or lawless trade is carried on, all nuisances and other matters affecting the safety and convenience of the public, or the interest of the City, and make report thereof without delay, in writing, to his Commanding Officer.

145 Shall be vigilant to prevent fire or work of water, and the attendants of those responsible, to the state of their sidewalks, where by snow, ice or other cause they are rendered dangerous, or when obstructed by fuel boxes or other articles, or with goods or signs extending more than the lawful distance from any store or building, take note of all signs, garbage or other offensive matter thrown into the streets. Where the Laws and Ordinances, orders and regulations for the governing of such cases are disregarded, upon notice given and are not forthwith obeyed ascertain the names and addresses of the parties offending and report the same for complaint and prosecution.

146 Shall see that the sidewalks and street corners are not obstructed by persons loitering thereon. When ever two or more persons obstruct any sidewalk in violation of the law courteously request them to move on, if such persons unreasonably persist in remaining so as to interfere with other pedestrians, promptly arrest and send them to the Precinct Station.

147 Shall care for lost children by taking them to the residence of their parents if located on or in the near vicinity of his post, and promptly notify the Precinct Station of such action. If the residences are not known or at some distant location, notify the Desk Lieutenant and request instructions.

148 Shall send persons found penniless and without homes to his Precinct Station. Particularly watch female "Street Walkers" and all persons who improperly accost others of the opposite sex upon the streets. Report all cases of des-

lution, cases of contagious disease in which it is not certain that the Health Department has been properly notified, or anything that seems irregular or offensive.

149 Shall arrest persons found begging in the streets. Also arrest all persons peddling wares without a license.

150 Shall when any thoroughfare becomes blocked with traffic use his best efforts to aid the drivers of vehicles in disengaging the same. When the stream of traffic is continuous, open the way for pedestrians wishing to cross, and assist children and aged or infirm persons who would be otherwise exposed to danger.

151 Shall pay particular attention with in the limits of his post to residences of families temporarily out of the City and leaving the premises in care of servants, and note the persons admitted to such houses, especially during the nighttime, and any suspicious actions about the place, make a memorandum of the circumstances and the hours of the day or night when such persons are admitted or leave, so that such information may be available if required.

152 Shall note, as far as possible, without intruding on the privacy of individuals, all removals from or into the limits of a post and acquire such knowledge of the inhabitants as to know and recognize as many as possible, and be able to furnish information respecting them. Make himself thoroughly acquainted with all parts of his post and with the streets, thoroughfares, courts, and houses thereof.

153 Shall acquaint himself with all public vehicles, and drivers thereof, per-

mitted to stand on or operating on his post. Note and investigate, especially during the night, all vehicles the drivers or occupants of which in any manner may excite suspicion. Take such immediate action as he deems necessary and report the facts to his Commanding Officer. Pay particular attention to motor vehicles of all kinds, observing their license number and constantly watch for such as have been reported stolen, or which may have been used in the commission of crime, or are not properly licensed or equipped.

154 Shall pay particular notice to all places and persons on his post engaged in any business or activity which requires a license, and report to his Commanding Officer all unlicensed places, or persons, and all cases where the provisions of the license are not complied with. Be prepared to give information to his Superior Officer relative to the nature of all business being conducted on his post.

155 Shall make himself thoroughly familiar with the City including the routes of street cars and buses, the location of streets, public buildings and places, hospitals, courts, etc. While on duty carry with him an approved street guide for the City of Newark.

156 Shall familiarize himself with the location and purpose of street traffic signs, and if he sees them misplaced or tampered with in any manner immediately rectify the same. If such signs are missing from their proper location, immediately make report of such fact to his Commanding Officer.

157 Shall pay special attention to street lamp outages at night, and all broken street light globes, and accurately

report same in writing at the termination of his tour of duty, giving the number of houses damaged and the location of the same. He shall also advise the proper authorities as to whether a street light is not burning at night at a dangerous intersection or crossing where there is a probability of a serious accident occurring or making it hazardous for pedestrians, and shall advise the Desk Lieutenant at the Precinct Station so that the proper authorities may be notified and the work promptly remedied.

158. Shall pay particular attention to all electric wires that have fallen in the ground or are dangling from poles or trees. Consider all such wires as 'Live Wires' and contact with same may result in death or serious injury. Use extreme caution in the inspection of same. Guard such wires if there be danger of any person coming in contact with them, signal for patrol men on adjoining post, or request the first available patrolman to inform the Desk Lieutenant at the Precinct Station of the circumstances, so that the proper agencies may be notified and the required assistance promptly dispatched to the scene to aid the patrolman in guarding any such wire.

159. Shall immediately on arriving on post in the evening frequently during the night, and just before leaving post, carefully examine all doors of business places and office buildings, as well as vacant dwellings, to see whether they are properly secured. Likewise, look windows, the gates or entrances of alleyways, transoms, gratings or other means by which an entrance might easily be effected. Investigate at once if anything unusual be discovered, summon assistance, make a

thorough search of such premises, communicate with the Precinct Station and endeavor to notify the occupant or owner, and stand guard until relieved, or should the owner, occupant, or other responsible person be not available, secure the premises with a police lock, properly tagged, informing the owner where the key for such lock is available. Return key to Precinct Station together with a written report detailing the circumstances in connection with the case.

160. Shall while on patrol, exercise special care to see that the doors of the fire and police signal boxes are closed to protect mechanisms from weather conditions, particularly snow, sleet, and ice. Doors must be closed gently, not slammed. Upon finding fire or police alarm signal boxes damaged or not functioning, make immediate report to the Desk Lieutenant at the Precinct Station.

161. Shall, when submitting report to the Desk Lieutenant, remain at the Desk until such reports have been passed upon and accepted.

162. Shall on tours of duty, or when warranted by conditions, or otherwise ordered, carry a nightstick in conformity with the Rules and Regulations.

163. Shall when detailed to school duty, cover school crossing during the day at least fifteen minutes before and after the commencement and dismissal of each session. Familiarize himself with times of starting and duration of sessions.

164. Shall on night duty when evening schools are in session, cover school crossings on his post fifteen minutes before commencement and remain until classes are in session, returning to such school

crossing fifteen minutes before dismissal of said classes.

165. Shall when on duty at parades, at fires, or on occasions where large crowds of spectators are present, face the spectators.

166. Shall although assigned to patrol duty, be equally responsible with members of the Traffic Division for the enforcement of the Motor Vehicle and Traffic Acts and City Ordinances relative to traffic on his post.

167. Shall refrain from walking or talking with adjoining patrolmen met on the boundaries of his post, unless to communicate information pertaining to their police duties, and in such cases make conversation as brief as possible.

168. Shall, when responding to a call of duty, go to and return from the place of assignment by the shortest and most convenient route.

169. Shall when assigned to regular patrol duty upon the approach of fire apparatus, ambulance or police vehicle remain at his assignment until, go to the center of the nearest street intersection to insure the safe and speedy passage of such approaching vehicle.

170. Shall when assigned to post upon which fire hydrants are located, have the department fire apparatus after apparatus has left to proceed to an alarm also extinguish fires not needed and not permit civilians to remain in firehouses during the absence of the fire company.

TRAFFIC DIVISION

171. There shall be a branch of the Department designated as the Traffic Division which shall be under the supervision

of a Ranking Officer designated by the Director of Public Safety. It shall consist of a Commanding Officer and such members of the Department as may from time to time be assigned thereto by the Director of Public Safety.

172. The Commanding Officer of the Traffic Division shall have charge and control and retained the supervision subject to the orders of the Chief of Police, of all members of the Department who may be assigned to duty in the Traffic Division. He shall be particularly charged with the proper and efficient enforcement of all Laws and Ordinances pertaining to vehicular and pedestrian traffic regulations in the public highways within the City. He shall be held to strict accountability for the traffic conditions in the City and the general good order and efficiency of the Traffic Division. He shall, with the approval of the Chief of Police, station officers to direct traffic at certain particular street intersections where traffic is heavy and continuous or hazardous. Such stations to be permanent traffic posts or part time posts as conditions may require. He shall also, with the approval of the Chief of Police, assign to motor cycle duty as patrol posts such number of men as shall be adequate for the most efficient enforcement of the traffic laws and ordinances and the suppressing of speeding and the reckless driving of all vehicles.

173. The Commanding Officer of the Traffic Division shall have charge of and be responsible for all horses, motorcycles and all other equipment belonging to the City and used by the Traffic Division. He shall have charge of all the records, books, charts, files and other office equip-

ment of the Traffic Division and shall be held responsible for their proper and efficient conduct likewise. He shall receive at his office all reports from members of the Traffic Division and keep or cause to be kept proper records of such information.

174. Said Commanding Officer shall have such members of active duty as may be prescribed by the Chief of Police. He shall be subject to all the Rules and Regulations laid down for the guidance and government of all Division Commanders insofar as they are applicable and do not conflict with the specific rules prescribing the duties of the Traffic Division Commander.

SUPERIOR OFFICERS--TRAFFIC DIVISION

175. Shall have supervision of all subordinate members assigned thereto, and shall report in writing to the Commanding Officer of the Traffic Division all violations of the Rules, Regulations or orders on the part of such members. Upon observing a violation of the Rules, Regulations or orders on the part of a subordinate member not under their immediate supervision make accurate reports of the facts in the case to the Commanding Officer of the Precinct or other branch of the Department to which such member is assigned. They shall inspect the memorandum books of patrolmen on traffic duty and see that entries are properly recorded thereon, and that they have familiarized themselves with the important points.

176. Shall be charged with exacting the proper performance of duty from mem-

bers of the Traffic Division assigned to traffic posts, bases or motorcycling or special traffic duty within the territory subject to their supervision and shall see that such members are particularly and efficiently schooled in the rules and practices pertaining to the regulation of pedestrian and vehicular traffic. They shall see that mounted members under their supervision are properly and carefully schooled in the rules and practices for the humane treatment of the horses assigned to them, and that those members assigned to motorcycle duty are carefully schooled in the rules and practices for the proper care and operation of motorcycles, and that each member under their supervision is properly uniformed and equipped.

177. While on patrol duty shall, unless assigned to a radio equipped vehicle, at least once every hour at a specified time, communicate with the office of the Traffic Division or the station of such Precinct in which they are performing duty, to ascertain whether there are any matters requiring their attention.

178. Shall be subject to all the Rules and Regulations promulgated for the guidance and government of Superior Officers of their corresponding rank, insofar as they are applicable and do not conflict with the specific rules prescribing their duties.

PATROLMEN (MOUNTED)

179. Unless otherwise specifically ordered by the Chief of Police, patrolmen assigned to mounted duty shall be attached to the Traffic Division and shall regularly patrol such section of the City

as may be prescribed by their Commanding Officer.

180. A saddle horse shall be ridden at a walk, except as directed by the Commanding Officer. The exercise of police horses, except that Commanding Officers shall require members of their commands on regular tour of mounted duty to trot their horses for at least two periods during the tour where the conditions of road surface and traffic permit. The Commanding Officer will regulate the duration and other details of such periods. The equipment of a saddle horse shall be frequently readjusted.

181. At ten minutes before the hour throughout each tour of mounted patrol members of the Force on mounted duty, unless actually engaged at the time in the performance of emergency duty, which requires them to be mounted, will dismount and remain dismounted for ten minutes.

182. A member of the Force on mounted duty shall not be required to feed and groom a horse while it is at stable, unless emergency requires, but he may be permitted to do so with the consent of the Commanding Officer.

183. Change of assignment of horses is prohibited unless approved by the Commanding Officer Mounted Squad.

184. The coupling or cutting of the mane or tail of a Department horse is prohibited unless authorized by the Commanding Officer Mounted Squad.

185. Sickness of, or injury to a horse, shall be immediately reported to the Commanding Officer of the Squad for such action as may be necessary. In case of emergency, requiring the services of a veterinarian to administer to a Depart-

ment horse and the Department Veterinarian is not available, Commanding Officers may engage the services of a local veterinarian to treat such horse. Bill for such services shall be rendered in quadruplicate, to the Commanding Officer Mounted Squad without delay.

186. Each horse, unless on sick report, shall be given at least twenty minutes exercise daily.

MOTORCYCLE PATROLMAN

187. Shall be under the general supervision of the Traffic Division Commander, except when otherwise directed. He is specially charged with the duty of enforcement of all the laws and ordinances relating to traffic and motor vehicles and will be held strictly accountable for the care of the motorcycle and equipment assigned to him.

188. Shall make such minor adjustments to his machine as may be necessary. All repairs shall be made by the Department mechanic.

189. Shall keep his machine in a clean and serviceable condition, and shall prior to each tour of duty, examine such machine thoroughly for mechanical defects. Where any defects are found which renders the machine unfit for service, he shall report the fact to his Commanding Officer. He shall wipe his machine free of rain and moisture at the termination of his tour of duty, and shall, at all times, keep it properly oiled.

190. Shall use a Department motorcycle only in the actual performance of police duty. At the expiration of each tour of duty he shall leave his machine at a designated Department garage, pro-

vided that by reason of accident or other emergency, a motorcycle patrolman is unable to report to his Commanding Officer, he shall report to the nearest other member of the Department garage or shall report to the nearest Commanding Officer. In any such case the machine shall not be so housed for a longer period than is necessary.

191 Shall, except by permission from proper authority, ride only the machine assigned to him. He shall not leave his machine unattended except when necessary in the performance of police duty. Standard equipment furnished with Department motorcycles shall not be changed, and nothing shall be added thereto or taken therefrom, or interchanged without permission of the Commanding Officer of Traffic Division.

192 Shall, traverse such prescribed thoroughfares and sections or Precincts of the City as shall be designated by the Commanding Officer of the Traffic Division. He shall patrol alone, unless otherwise directed by the proper authority. He shall carefully drive his machine at a moderate speed, and take every precaution to avoid collision and prevent accidents. He shall observe the traffic regulations as far as consistent in the performance of police duty, and in accordance with traffic laws.

193 Shall not allow any other member of the Department to ride the motorcycle assigned to him, except by permission of his Commanding Officer, and in no case shall he allow a person not a member of the Department to use such motorcycle. A motorcycle shall not be ridden "tandem" at any time, nor shall any person be permitted to ride in the sidecar of a motorcycle except when official permis-

sion has been granted for such service and proper "accident release" signed by such person.

194 Shall in inclement weather when motorcycles cannot be safely and efficiently used, be assigned to foot patrol in such places and under such conditions as may be ordered by his Commanding Officer.

195 Shall faithfully patrol the section assigned to him during his tour of duty and shall not, except when specifically ordered, patrol his section afoot.

196 Shall shut off the power of his motorcycle whenever the vehicle is not in motion. He shall not unnecessarily permit the motor of his vehicle to "idle".

197 Shall in the case of collision, whether caused by the carelessness of himself or that of any other person or by an unavoidable accident, whereby any vehicle or other property is damaged or any person injured by the motorcycle, dismount and ascertain the extent of the injury to person or damage to property or vehicle occasioned by such collision, and report in writing all the facts of the case to his Commanding Officer.

198 Shall be governed by all the Rules and Regulations prescribed for the guidance of Patrolmen insofar as they are applicable and do not conflict with the specific Rules applying to Motorcycle Patrolmen.

199 Members of the Department assigned to the Motorcycle Bank Squad, Motorcycle Mechanics and School Safety Patrol, shall be under the supervision of the Commanding Officer of the Traffic Division, and they shall have such regular tours of duty and perform such duties as may be prescribed by said Commanding

Officer subject to the approval of the Chief of Police.

TRAFFIC PATROLMAN

200 Shall be specially charged with maintaining the orderly movement of all vehicles at his post with due regard for the safety of operators of vehicles and pedestrians, and exacting compliance from all persons with the laws, ordinances, and regulations pertaining to traffic, and be at such post at the time designated.

201 Shall be dignified, soldier-like in bearing, courteous and civil and exercise patience and discretion in the discharge of his duties, and by his alertness and good judgment render safe and convenient and traffic activity at his post.

202 Shall keep calm and control his temper even when trying and provoking circumstances arise. Unway and angry remarks, and the reprehending of traffic violators in an abusive and quarrelsome manner will not be tolerated under any circumstance. In the event it becomes necessary to take or correct a person for a slight infraction of the traffic regulations he shall do so briefly in a civil manner and without obstructing the traffic flow or creating a delay. When it is necessary to issue a citation to a driver of a vehicle for a violation of the traffic regulations, the traffic officer shall order the driver out of the traffic flow to the street curb and issue such citations without unnecessary loss of time or hindrance to traffic.

203 Shall give signals clearly and distinctly and avoid giving unnecessary signals. When a whistle is used in the regulation of traffic there shall be no unnecessary blowing of same.

204 Shall give his whole attention at all times to his duties. He shall not engage in conversation with civilians or police officers, except when necessary in line of duty, and then such conversation shall be as brief as is consistent with courtesy and efficient conduct of police business.

205 Shall not leave his post during his hours of duty without permission except when properly relieved by another patrolman, in case of physical necessity, or when necessary in a police emergency. When so leaving he shall notify his station or division, if practicable. In all such cases, he shall report to his station or division immediately upon returning to his post.

206 Shall when called upon for police service in the nature of an important emergency within a reasonable distance of his post, promptly notify his station or division as to the nature of the call immediately upon returning to post.

207 When detailed to operation of Traffic Light Signals shall when apprised of the approach of fire apparatus, ambulance, or other emergency apparatus, leave his station and take a position at center of the particular street crossing and make every effort to insure the safe and speedy passage of such vehicles.

208 Shall enforce traffic regulations as directed by posted signs. No operator will be permitted to drive a vehicle contrary to the directions as indicated by signs at street intersections, except in case of emergency.

209 Shall be thoroughly familiar with laws and ordinances, Rules and Regulations relating to traffic, both vehicular

and pedestrian and the proper operation of Traffic Signal Lights.

210. Members of the Traffic Division shall cooperate with one another, bearing in mind that they are policemen, responsible for the performance of all police duties, and required to observe all the Rules and Regulations applicable to them as members of the Department. They shall make note, and report all cases calling them from special duty or assignment.

AUTOMOBILE SUMMONS TABULATION BUREAU

211. The Automobile Summons Tabulation Bureau shall be under the supervision of the Commanding Officer of the Traffic Division. It shall consist of a Supervisor Officer and such other members of the Department as shall be assigned thereto by the Director of Public Safety.

212. Members shall promptly report for duty and shall have such regular hours as may be prescribed, and such other hours as the exigencies of police service require.

213. The Supervisor Officer assigned to the Auto Summons Tabulation Bureau shall be charged with the distribution of traffic violation summons books and tags to the various members and shall make proper note of all serial numbers of tags and summons books on proper form, which shall be filed by the officer in charge of the said Bureau. A list of tags and summonses issued shall also be tabulated and forwarded to the Night Police Court, together with the stubs of such tags and summonses for each court appearance.

MECHANICS—MOTORCYCLE REPAIR UNIT

214. The Mechanics in the Motorcycle Repair Unit shall be under the supervision of the Commanding Officer of the Traffic Division, and shall consist of such mechanics and other members of the Department as may be assigned thereto by the Director of Public Safety.

215. Said Mechanics shall instruct members of the Department assigned to motorcycles duly in the proper care and operation of machines assigned to them.

216. Said Mechanics shall inspect all motorcycles and be held responsible for their cleanliness and mechanical condition and report to the Commanding Officer of the Traffic Division any damage to any motorcycle, coming to or brought to their attention.

217. They shall have such regular hours of duty as may be prescribed and such other hours as the exigencies of police service require.

TRAFFIC ENGINEERING BUREAU

218. The personnel of the Traffic Engineering Bureau shall consist of a Traffic Engineer and such other members of the Department as may be assigned thereto by the Director of Public Safety, and shall be under the supervision of the Traffic Engineer, subject to the orders of the Director of Public Safety, to whom he shall be directly responsible, and to whom he shall report all matters relating to, or affecting the Bureau.

219. The Traffic Engineer shall perform such duties as may be required of him by the Director of Public Safety.

220. The Traffic Engineer shall instruct members of the Department in the proper care and handling of all equipment used and maintained for the control of traffic, that all traffic signs are properly maintained and report to the Director of Public Safety any damage to signs or equipment or any part thereof by the careless handling or operation of same on the part of any member of the Department.

221. The Traffic Engineer shall prescribe with regular hours of duty for his assistants or other members of the Bureau and such other hours as the exigencies of the service require, and all members thereof will be subject to any emergency calls by the Traffic Engineer.

222. The Traffic Engineer shall be immediately notified of any emergency requiring services of the Engineering Bureau so that prompt measures can be taken to remedy conditions.

223. The Traffic Engineer shall confer frequently with the Chief of Police regarding traffic conditions, automatic traffic signals and traffic signs and report to the Director of Public Safety in writing all matters pertaining to traffic engineering and traffic enforcement.

224. The Traffic Engineer shall be held responsible for the economical use, safekeeping and proper care of all Department property used in his Bureau including tools, wires, cables and accessories, as well as all office equipment, including records, charts, maps, files and stationery.

225. The Traffic Engineer shall submit to the Director of Public Safety on or before the 15th day of January, a type-written consolidated report of the activities

of the Traffic Engineering Bureau for the previous year.

226. The Traffic Engineer shall submit to the proper authority requisitions and samples of all materials and forms to be used by the Bureau, and when supplies are delivered see that they conform to specifications.

227. The Traffic Engineer shall at all times cooperate with the Traffic Division (coordinating services of both (Engineering and Enforcement) to obtain best results.

RADIO DIVISION

228. For the purpose of prompt transmission to members of the Department on patrol in radio equipped automobiles, of all urgent warnings and of other police information exclusively, in instances where other means of communication are not sufficiently expedient, a system of radio communication shall be maintained. This Division shall be under the general supervision of the Chief of Police and under the immediate supervision of the Commanding Officer assigned thereto by the Director of Public Safety.

229. This Division shall consist of a radio transmitting station, fixed receivers, and motor vehicles equipped with receiving and transmitting apparatus. All such equipment, except motor vehicles, is the property of the N. J. Bell Telephone Company and no repairs or changes shall be made thereon, except by representatives of said Company.

230. The personnel of the Radio Division shall consist of such members of the Department as may be assigned thereto from time to time by the Director of

Public Safety, and they shall conform to all the Rules and Regulations of the Department and shall be chargeable for violations thereof.

231. The Commanding Officer of the Radio Division shall have charge and control and immediate supervision, subject to the orders of the Chief of Police, of all members of the Department who may be assigned to duty in the Radio Division and be responsible for all equipment used by the Radio Division.

RADIO DISPATCHERS

232. Shall be members of the Department especially assigned to radio dispatching in the Headquarters of the Radio Division. They shall transmit all necessary police messages and information with accuracy, speed, and conciseness. All messages shall be written on proper forms before transmission, and shall be properly recorded in manner prescribed.

233. Shall wear such uniforms as prescribed by their Commanding Officer.

234. Shall be a radio operator duly licensed by the Federal Communications Commission under the Communications Act. He shall be thoroughly familiar with the rules and regulations of the Communications Act and the Federal Communications Commission and shall be thoroughly conversant with the functioning of a radio telephone station.

235. Shall at no time use profane, obscene, or suggestive language while broadcasting, nor shall he transmit any superfluous messages.

236. Shall upon being apprised that the receiver in any unit is out of order, a

dispatcher shall forthwith notify the duly authorized maintenance unit, so that the defective receiver may be replaced as quickly as possible.

237. Shall broadcast a test-message giving the time and station call-letters on the hour and half-hour.

238. Shall at the conclusion of each broadcast give the time and station call-letters.

239. Shall when the crew of a radio patrol car is not heard from within one minute from the time it was directed to the scene of a police emergency, or given a message. A Dispatcher shall send another call for the car. Failure to respond immediately to a S. per. Officer shall be assigned to investigate and report.

240. Shall broadcast for four consecutive hours the registration numbers of all automobiles wanted in connection with major crimes.

241. Shall maintain in the dispatching room at Radio Headquarters a map of the City. This map shall show the boundary lines of all the sectors patrolled by radio patrol cars, together with the Department serial numbers of such cars. This map shall be used by dispatchers in ascertaining the numerical designation of radio cars nearest to the scene of an emergency.

242. Shall whenever it is necessary to remove any radio patrol car to the garage for repair, substitute a radio car therefor, and all alarms shall be dispatched in the same manner as when the original car was in service.

SUPERIOR OFFICERS

243 Superior Officers shall be assigned to established supervisory districts by the Commanding Officer of the Radio Division subject to the approval of the Director of Police Safety.

244 Superior Officers shall have immediate supervision of the personnel assigned to radio patrol, and when so ordered by competent authority they shall supervise patrolmen both for patrolmen and for assigned to special duty in their districts. They shall firmly and vigorously enforce the performance of duty by patrolmen under their supervision, and where necessary shall advise and aid them in the proper discharge of their duties. They shall immediately investigate all instances of neglect of duty, disobedience of orders or violations of Rules and Regulations observed or brought to their attention during their respective tour, and shall report in writing the results of such investigation to the Commanding Officer properly having cognizance thereof. Also a report to Radio Commander when investigation is made for other Division or Command.

RADIO PATROL CARS

245 The crew of each radio patrol car shall consist of a uniformed member of the Department assigned to operate the car and a uniformed member assigned to record alarms and messages. Operator of the car must be a licensed driver.

246 Members assigned to duty in radio patrol cars shall report at their respective commands fifteen minutes before going on patrol for the purposes of answer-

ing roll-calls and to receive any orders or instructions, also to record in their memorandum books the registration numbers of stolen automobiles and other pertinent police information.

247 When reporting off duty the car shall be driven to the Precinct Station at the expiration of the tour of duty and the crew shall remain in the car until properly relieved.

248 The equipment carried in the car shall be inventoried at the time the crews change tours. Both crews shall be held responsible for the good condition and safeguarding of all equipment. They will be checked on the log sheet, which shall be signed by both members of the crew. The report shall then be turned in to the Desk Lieutenant and forwarded, through regular channels to the Radio Division Headquarters. If any equipment is out of order damaged or missing, a report, giving all the facts, shall be submitted.

249 Each radio car shall be provided with a log book in which all alarms directed to the car are entered, also all General Alarms, stating time received, location, nature of complaint, as well as the action taken.

250 All General Alarms and all alarms and messages specifically directed to the crew of a car as well as any Police Action taken, not the result of an alarm, shall be entered on the log sheet. This entry shall show the time received and the location of the emergency. The time given by the dispatcher at the conclusion of each broadcast will be considered the official time of the message. A supplementary report shall be submitted in the event police action ensues as the result of any alarm or message.

251 Crews will patrol their respective districts and a full crew will be engaged in a period of ten days or more in a report out of service. Business districts, especially where banks or other financial institutions are located and open for the full day, shall be given special attention.

252 Members assigned as chauffeurs shall operate cars at a moderate rate of speed and in a manner as would enable them to observe any conditions that may require police action, shall adhere to the method of patrol as prescribed for foot patrolmen except as otherwise directed. All the Rules and Regulations, established for the guidance of members of the Department, of whatever rank, as outlined in the Rules and Regulations, shall apply to members assigned to duty in the Radio Division, insofar as they are applicable and not in conflict with the specific regulations that apply to them.

253 The member of the Department assigned as chauffeur of a radio patrol car shall see that the machine is properly supplied with fuel and oil and be certain that the oil in the engine crank case is maintained at the proper level at all times. A daily record of the mileage covered and of the amount of fuel and oil consumed shall be kept and the tires shall be frequently inspected to see that the proper air pressure is maintained.

254 The Dispatcher shall be notified immediately in the event that any radio patrol car is taken out of service for any reason. He shall also be notified when the car is returned to service.

255 Cars assigned to radio patrol shall not be left unattended except in extreme emergency. When two or more cars are

present one member shall remain in the car so that he is available to the Dispatcher at all times. The crews of the remaining cars shall place their radio sets in an inconspicuous point on, shutting off the motor and locking both doors of the car.

256 A writing board shall be carried in all radio patrol cars and copies of all forms in use shall be kept on this board. Forms in reserve shall be stored in the envelopes furnished for this purpose. The registration numbers of all stolen automobiles and of all automobiles wanted in connection with crime shall be recorded on the board furnished for this purpose.

257 When the crew of a radio patrol car receives a message relating to a police emergency within a radius of five blocks from where the car is patrolling this call shall be answered unless otherwise directed. The ruling will apply regardless of Precinct or district boundary lines.

258 While proceeding to the scene of an emergency the crew of a radio patrol car shall be alert and observant in an effort to detect any suspicious persons or vehicles coming from the general direction of the scene of the emergency, who, or which may have connection with the reported call.

259 Cars shall be operated at a moderate rate of speed while on patrol and the chauffeur shall observe all traffic regulations. In emergencies responses shall be made as quickly as possible, consistent with careful driving and in conformity with the provisions of law relating to the operation of police vehicles.

Drivers shall take all precautions to avoid accidents.

259. When proceeding to the scene of a reported crime, gloves shall not be worn. The gloves shall if practicable carry the service revolver in the hand, in serious emergencies. Where caution standards do not require the carrying of the revolver in the hand, it shall be released from its safety catch of the holster and placed in a position where it can be readily drawn.

261. If the address as given in an alarm or message is not correct, or is not the actual location, inquiries and observations shall be made in order to ascertain the correct location of the premises.

262. Members assigned to duty in radio patrol cars shall not be assigned to tasks which would divert them from their designated duties nor shall they be used to deliver messages. Persons other than the crews on duty shall not be conveyed in the radio car unless otherwise directed by proper authority.

263. Upon completion of the necessary police duties, in compliance with the directions contained in a radio alarm, the member of the crew assigned to record messages of the first car to arrive at the scene shall promptly communicate with the dispatcher, giving his name and rank, the car numbers of all police cars present, the number of the first car to arrive, the location and the nature of the emergency, what police action was taken and whether or not any further police action is necessary, and, whether or not any assistance is required.

264. When the services of the car or cars are no longer required at the scene

of an emergency, the Superior Officer in charge shall order the crew or crews to resume patrol in their respective districts and shall immediately notify the Dispatcher of his actions. Where no Superior Officer is present at the scene of an emergency, it shall be the duty of the crew first to arrive on the scene to assume charge and to order the crew or crews to resume patrol and to so notify the Dispatcher.

265. It shall be the duty of the crew of a radio patrol car to notify the Dispatcher within fifteen minutes of the receipt of any message or alarm directed to them and to apprise the Dispatcher of the nature of the emergency and the action taken. Failure to report within the prescribed time may be deemed neglect of duty and the delinquent crew members charged accordingly.

266. Adjustments and repairs of any part of the radio equipment shall be made only by the duly authorized representatives of the N. J. Bell Telephone Co.

267. A test message shall be broadcast on the hour and on the half-hour—the time and stint on call letters given. When no test message is received by a car the crew shall notify the Dispatcher immediately. The Dispatcher shall make a reception check. Failure to receive this, the Dispatcher will instruct the crew to report to the radio repair shop for repair or adjustment.

268. The radio receiving set in a radio patrol car shall be in operation while the machine is being replenished with fuel or oil, and the car shall be kept in a condition that will enable the crew to respond to a call should it be required.

269 Whenever a member of the Department, regardless of the duty to which he is assigned, has occasion to pursue an automobile wanted in connection with a crime and fails to apprehend it, he shall immediately telephone full details to the Dispatcher who shall then broadcast an alarm for the vehicle.

270 Detectives or any other member of the Department on duty in civilian clothes at a location where their presence may appear suspicious to citizens shall inform the Dispatcher as to their location and as to the possible length of time they will be present at such location.

271 In serious emergencies, where the immediate dissemination of information is of paramount importance, the member of the Department who receives the information at first shall forthwith notify the Dispatcher of all available details and shall then take whatever action is necessary until assistance arrives, and then make official reports according to regular procedure.

272 Desk Officers shall promptly notify the Dispatcher of all important cases or of other messages or alarms that are to be broadcast to radio patrol cars. A proper record of such information shall also be made as required by the Rules and Regulations.

273 Members having charge of equipment, such as radio apparatus, automobiles, Departmental, stationary forms and equipment (carried on radio patrol cars), shall be held personally responsible for the proper care and safe custody of such articles.

RADIO MAINTENANCE UNIT

274 The Superintendent of Radio Repair and Maintenance is hereby designated as the Representative of the Director of the Department of Public Safety, insofar as the contract agreement with the New Jersey Bell Telephone Company, dated March 12, 1947 is concerned.

The Superintendent of Radio Repair and Maintenance shall have supervision of the following:

- All inter-communication systems, except Bell Telephone and Police Signal Systems.

- All technical matters with respect to radio in all its phases.

- All public address systems.

- All electronic recordings and recording equipment.

- All electronic equipment.

- All line amplifiers and supervisory equipment supplied by the City.

- All car storage batteries and systems.

- All car generating systems in connection with car batteries.

- All emergency power plants.

- All fire extinguishing equipment in the Police Division, CO2 and Pyrene.

Miscellaneous duties that are within the Division's abilities, and to be responsible in all technical and mechanical matters to the Director of Public Safety.

EMERGENCY DIVISION

275 There shall be a branch of the Department known as the Emergency Division, which shall be under the general supervision of the Chief of Police, and

the immediate supervision of a Commanding Officer assigned by the Director of Public Safety. The Commanding Officer shall be responsible for the discipline and efficiency of his subordinates. A Superior Officer shall be in charge at all times and members on duty shall be required to instantly respond whenever their services are required.

276 The Emergency Division shall be made up of specially trained members of the Department. Special emergency equipment provided shall be used in cases of great hazard to life and property, at riots, dangerous fires and similar situations.

277 Members of the Emergency Division when arriving at the scene of an emergency will work as a unit. They shall immediately establish police lines, and shall be responsible for the placing of all members of the Department who arrives at the scene, until the arrival of a Superior Officer.

278 The Officer in Command at the scene of an emergency shall release the members of the Emergency Division as soon as their services can be dispensed with, notifying the Telephone Operator at Headquarters of such action. The Officer in Charge of the Emergency Division must leave the scene of an emergency shall notify Radio Dispatcher that he is leaving scene and returning to quarters. He shall stamp time of leaving and return to quarters on Emergency Roll Form.

279 All Superior Officers assigned to the Emergency Division shall have, and efficiently maintain forms, known as Equipment Compartment Forms, showing all equipment and the location of

each article of equipment on the trucks and apparatus floor proper. The Officer in Charge of Squad shall be responsible that each article listed on such forms is available and in a serviceable condition. He will have a careful check made by squad members of all equipment in their respective compartments on each tour of duty. Any property damaged, destroyed or lost shall be reported forthwith to the Commanding Officer. All Emergency Division equipment temporarily left at scene of any emergency shall be accounted for on Usage Form and record of same made in Desk Blotter when returned.

280 Only those members of the squads who have been qualified to operate the Emergency Division trucks and who have been designated by their Commanding Officer as the drivers of such trucks, will be permitted to operate them. Chauffeurs will see that there is a sufficient amount of gas and oil in trucks, also see that motors, truck and equipment is dusted off and kept clean at all times. At the scene of an emergency the chauffeur of emergency truck shall remain in charge thereof and at no time will leave the truck unguarded. Whenever members assigned to auxiliary or wrecker trucks have an occasion to leave these trucks to perform an emergency, they will before leaving see that the motor is shut off, ignition key removed and truck locked.

281 A squad blotter shall be maintained by each squad in which the Desk Squad Commander shall enter all roll calls and all active police duty performed by each squad.

282 Squads shall not be called upon to respond to calls requesting oxygen for

the treatment of pneumonia or other diseases, unless requested by a physician to save life. Persons making such requests shall be referred to the City Hospital. Record of all calls to which members respond upon request of a physician for oxygen shall be recorded in Desk Blotter and on physician's oxygen form.

283. Emergency Division Wrecker, only, shall be used for towing automobiles.

284. Emergency Division rowboat, stationed at Centre Street Dock, shall be used by division squads whenever necessary for all water emergencies.

285. Except with the permission of the Commanding Officer the Emergency Division shall be used for no other purpose than as set forth in the Rules and Regulations.

286. The following records shall be maintained in the office of the Emergency Division:

- (a) Blotter
- (b) Daily, Monthly and Yearly classified reports of activities of Emergency Division
- (c) Inventory Record of Emergency Division property.
- (d) Such other records as may be required by the Director of Public Safety

COURT OFFICERS

287. Court Officers shall be members of the Department assigned as "Court Officers" to the City Criminal Night Police and Family Courts by the Director of Public Safety, and shall promptly and efficiently perform the duties required of them.

288. The Court Officers shall be under the direct control of the Judge and Clerks of the Court to which they are assigned, and have such regular hours of duty as may be prescribed by the Judge of the Court subject to the approval of the Chief of Police. When not actually engaged in performing court duties, the Court Officers shall be subject to the orders of the Commanding Officer of the Precinct in which the Court is located. Officers assigned to the Family and Night Police Courts shall be subject to the orders of the Commanding Officer in charge of Precincts.

289. Court Officers shall when attending sessions of the Court to which they are assigned, wear the uniform prescribed by their Commanding Officer.

290. Court Officers shall maintain strict order in Court, carry out the directions of the Judge presiding, not inconsistent with the Rules and Regulations of the Department, carefully guard all prisoners brought into Court, when ordered serve, summons and subpoenas issued from the Court to which they are assigned, and attend to all other matters required of them.

POLICEWOMEN

291. Policewomen shall be under the immediate supervision of the Commanding Officer of the Command Precinct, Bureau, or other unit, to which they may be assigned, unless otherwise ordered. They shall have such regular hours of duty as may be prescribed by the Chief of Police, and such other hours as the exigencies of police service require, and shall, while on duty, devote their entire

time and attention to the work assigned to them. They shall file with their respective Commanding Officer, unless otherwise directed a written report of each investigation made by them in cases they are assigned to.

292 They shall be governed by all the Rules and Regulations and down for the guidance of patrolmen insofar as such rules and regulations are applicable and consistent with the special class of duty prescribed for policewomen.

SUPERIOR OFFICER PRISON FLOOR HEADQUARTERS

293 The fourth floor at Police Headquarters known as the Prison Floor, shall be in charge of a Superior Officer assigned thereto by the Director of Public Safety. He shall be in complete charge of the floor and prisoners placed in his custody, both day and night, and he shall be responsible for their safekeeping while in his custody. He shall have direct supervision over matrons and doormen and see that their duties are faithfully discharged.

294 The tour of duty for the Superior Officer shall be arranged by the Commanding Officer of the Detective Division, with the approval of the Chief of Police.

295 He shall submit a report daily at 9 A. M. to the Commanding Officer of the Detective Division showing summary of important actions occurring during the preceding twenty-four hours.

296 He and the doorman shall be in uniform coat and/or coat with brass permissible; while on duty.

297 It shall be his duty to see that the

prison is kept in a sanitary condition at all times and that the said prison is washed and disinfected at least once each week, and that all cells are scanned at least once each day for weapons or other implements (revolvers, knives, keys, etc.)

298 It shall be his duty to see that all prisoners, brought to the prison and placed in his custody, are properly searched from head to foot and that said prisoner is stripped and each article of clothing is inspected carefully so that it would be impossible for a prisoner to conceal any dangerous weapons (revolver, knife, key, pencil, fountain pen, nail file, or file or any other sharp instrument) on his or her person or narcotics in their hithand, sweatband, or seams of their clothing, and that each prisoner is searched each time he or she leaves the prison floor and also if prisoner be again returned to prison floor.

299 Keep a record of each prisoner received by him noting the time prisoner was received and name of officer delivering prisoner to him. This same procedure to be followed upon a prisoner being taken from the prison and again in case he or she be returned.

300 Ascertain the names of all visitors calling to see a prisoner and make entry in ledger also doing same when prisoner is given permission to telephone, getting exchange and number called. Before allowing phone call, the Commanding Officer is to be notified and at night when doorman may be alone, an officer from the Detective Bureau, be called while phone call is being made.

301 Report immediately to the Commanding Officer of the Detective Division,

or the Officer in Charge of the Detective Bureau, the illness of any prisoner so confined shall be given as quickly as possible to the Chief of Police, the physician in charge of the hospital, and the prison guard.

302 No one shall allow anyone within the screen enclosure at anytime except the doorman and matron and all conversation must be made through the screen. The prisoner's lawyers unless ordered otherwise by the Chief of Police, Deputy Chief of Police, or Inspector of Police, Charge of Division, from which the prisoner was brought. No more than one prisoner at a time may be interviewed by counsel, family etc.

303 Not allow dishes (crockery), knives, forks, spoons or other articles in the prison except those supplied by the Department for use in cells. Foodstuffs and clothing left for a prisoner must be carefully searched and the name and address of the person leaving same taken.

304 See that neckties and belts are taken from all prisoners, also that the prisoners shall see that hatspins and files, belts and other sharp implements are taken from women prisoners. No reading matter such as newspapers and magazines will be allowed in the prison.

305 No prisoner will be allowed to assist the doorman in any kind of work, in or out of the prison.

306 All prisoners are to be aroused at 4:45 A. M. and ordered dressed so that they may be ready for Court and searched.

307 All visitors must first obtain permission and a pass from the Chief of Police, Divisional Commanders, or Officers in Charge to see prisoner.

308 See that all prisoners are prop-

erly shackled when taken out in groups or otherwise.

309 Assist the doorman in every possible way in order to obtain an efficient system.

310 Must be respected and obeyed by all officers having business on the prison floor.

DOORMAN

311 There shall be a doorman on duty at Police Headquarters, each of the Precinct Stations and the Police Academy at all hours of the day and night, and he shall be under direct orders of the Officer in Charge.

312 He shall be held strictly responsible for the proper and thorough searching of all male prisoners before confining them to their cells regardless of the fact that such prisoners may have been previously searched by the arresting officer, or at a prior place of confinement. Doormen assigned to Precincts shall also thoroughly search all lodgers before permitting them to occupy any part of the Precinct Station for a night's lodging.

PRECINCT DOORMEN

313 Precinct Doormen shall frequently during the day and at least every half-hour during the night, inspect the prison and witness rooms if any, and, by care and vigilance, prevent escapes and suicides and report persons taken sick while in custody.

314 They shall frequently clean and disinfect the cells of the prison after prisoners have been released therefrom, be held strictly responsible for the sani-

tary condition of the cells in the prison under their care, and immediately report to the Officer in Charge any needed repairs.

315 They shall while on duty, allow no one, but the keys of the prison, who is committed before the termination of their tour of duty, or sent elsewhere by the Officer in Charge, to have the keys to such officer not enter cells where prisoners are confined when carrying their revolver or pocket billie.

316 They shall refer all persons making inquiries regarding prisoners or police business, and all letters or messages to or from prisoners, to the Desk Lieutenant and refrain from all unnecessary conversation with prisoners under their charge.

317 They shall, unless properly excused, remain on duty until regularly relieved and inform the relieving doorman of all matters relating to the performance of their duties.

318 They shall be responsible for the safekeeping of all male prisoners entrusted to their care. Keep such prisoners under close observation and familiarize themselves with their names and countenances and report to their Commanding Officer all information concerning them of which they have knowledge. They shall be responsible for the proper treatment of all prisoners by any person or persons who may be privileged to interview them, and shall be vigilant to prevent any possible transfer of weapons, drugs, or other improper articles. They shall promptly report to the Officer in Charge any mistreatments of prisoners in their care.

319 They shall see that food provided for prisoners who require it is properly distributed and properly enter records of same in the book provided for that purpose. See that food is fresh and wholesome and in accordance with the prescribed ration, except at the direction of the Commanding Officer when special meals may be ordered and furnished to designated persons.

320 They shall in searching a male prisoner take exceptional care that such prisoner shall be thoroughly searched and not be permitted to keep in his possession any drugs, liquor or weapons, or dispose of or secrete any money, valuables, or articles of evidence. Remove from prisoner's possession:

a. All property unlawfully carried, or which is required as evidence.

b. All other property which is lawfully carried but is dangerous to life, or which would facilitate escape.

c. All other property which is capable of being used to damage or deface Department property.

d. All other property, except clothing, if prisoner is intoxicated.

e. If necessary, in the opinion of the Officer in Charge strip prisoner of all wearing apparel in order to make a thorough search.

321 All property so taken from prisoners shall be properly labeled or placed in an envelope or envelope provided for that purpose giving date of arrest, name of prisoner, charge, name of arresting officer, and a description of the property, and shall turn such property over to the Desk Lieutenant for safekeeping.

322 They shall have such regular hours of duty as may be prescribed by

the Commanding Officer of the Precinct subject to the approval of the Chief of Police. They shall keep the business room clear of all persons except members of the Department necessary there, and such persons as having business to transact.

323 They shall be charged with the economy in use of fuel, electricity, cleaning apparatus and utensils be responsible for cleanliness and operation of heating plants, the orderliness and cleanliness of the business room and all other rooms assigned to their care, and cleanliness of Precinct Station yards and alleyways, and the general sanitary condition of the Precinct Station. They shall be responsible for the clean condition of the sidewalks and removal of all snow, rubbish or other accumulations whenever present, and shall perform such additional duties as the Commanding Officer shall order.

324 They are forbidden to carry messages for or attend to any business of prisoners in their care, other than that which is necessary for the temporary welfare of such prisoners, except by permission of the Officer in Charge of the Desk. They shall not admit any persons to the reception by any prisoner, nor permit any person to converse with such prisoner except the arresting officer or officers. Persons who desire to converse with a prisoner must first obtain permission from the Captain of the Precinct, or the Officer in Charge of the Desk. In such cases, doormen shall bring the prisoner to a suitable room where the prisoner, properly guarded, may consult with the designated person or persons.

DOORMEN — POLICE HEADQUARTERS

325 The Doormen assigned to Police Headquarters shall be under the supervision of the Commanding Officer of the Detective Division, and under the immediate supervision of the Superior Officer in charge of the prison floor, and they shall have such regular hours as may be prescribed by the Commanding Officer. They shall not leave Police Headquarters without permission of their Commanding Officer. When on duty they shall confine themselves to their own section of the cell block, except when necessary to leave it when on police business, and then only when properly relieved. They shall not take the keys of the men's cells from Police Headquarters at any time.

326 Except by special order to the contrary in each case, given by one of the Commanding Officers herein before mentioned, doormen are forbidden to carry messages or to attend to any business for prisoners in their charge other than is necessary for the temporary welfare of such prisoners, neither shall they converse with any prisoner who may be charged with a serious offense, except as to matters of the personal comfort and necessity of such prisoner. They shall not admit any person to the cell occupied by any prisoner. Persons, excepting the arresting officer or officers, who desire to interview a prisoner, must first obtain written permission, on forms provided, from one of the Commanding Officers herein before mentioned, or the arresting officer, and, in such cases, doormen shall bring the prisoner to the screened

corridor where the prisoner may consult with the segregated person or persons.

327. They shall be subject to all the Rules and Regulations laid down for the guidance and government of Precinct Door-men, insofar as they are applicable and do not conflict with the specific rules prescribing their duties.

MATRONS—PRECINCTS

328. Matrons assigned to a Precinct shall be subject at all times to the orders and call of the Commanding Officer of the Precinct to which she is assigned and shall have such regular hours as may be prescribed by the Commanding Officer.

329. They shall keep the Precinct Station clean and in good order except such parts as are required to be cared for by the door-men, and shall be charged with the economical use of cleaning supplies and utensils, and the sanitary conditions of the Dormitory, beds, bedding and lav-ens.

330. They shall be guided by and sub-ject to the general Rules and Regu-lations laid down for the government of all members and employees of the Depart-ment, insofar as they are applicable.

331. They shall not permit the confine-ment in a cell of a female prisoner with a nursing baby. Cause any such prisoner to be delivered into the custody of the Matron at Police Headquarters. In any such case, if the prisoner is unable to care for the child, and the child cannot be turned over to a responsible member of the family or a close relative, the child shall be delivered to a hospital.

332. They shall thoroughly familiarize themselves with, and be governed by the

Rules and Regulations laid down for the guidance and government of matrons as-signed to Police Headquarters whenever applicable.

MATRONS— POLICE HEADQUARTERS

333. Matrons assigned to Police Head-quarters shall be under the supervision of the Commanding Officer of the Detec-tive Division and under the immediate supervision of the Superior Officer in charge of the Prison Floor and shall have such regular hours of duty as may be prescribed by said Commanding Of-ficer.

334. They shall not leave Police Head-quarters while on duty without permis-sion of their Commanding Officer until properly relieved, and shall confine themselves to their own section of the cell block, except when necessary to leave on police business. They shall not take the keys of the women's cells from Police Headquarters at any time.

335. They shall be held strictly respon-sible for the proper and thorough search-ing of all female prisoners before con-fining them to their cells or witness rooms. When searching any female prisoner she shall take care that such prisoner shall not be permitted to keep in her possession any drug, liquors, wea-pons, or to dispose of or secrete any money, valuables or evidence. A matron shall remove all property lawfully car-ried, but is dangerous to life, or would facilitate escape, and all other property which is capable of being used to damage or deface Department property. An itemized record in proper form, shall be

made in a book provided for that purpose, of all such property taken from prisoners as may be necessary thereafter be delivered to the Superior Officer in charge for safekeeping.

336. They shall be responsible for the safekeeping of all female prisoners entrusted to their care, and shall keep them under close observation, familiarize themselves with their names and counter names, and impart to their Commanding Officer all information concerning them, which might come to their knowledge.

337. They shall bestow every care and consideration upon prisoners who are pregnant with child. Where immediate confinement is anticipated they shall promptly notify their Commanding Officer who will see that such prisoner is at once transferred to a hospital, or if there is not time for such transfer, a Department Surgeon shall be summoned. If a Department Surgeon is not immediately available some reputable physician shall be called. Matrons shall render all possible assistance in the event a physician does not arrive in time.

338. They shall be thoroughly posted in the methods of first aid to the injured, maintaining a knowledge concerning immediate aid in ordinary cases of childbirth, and they shall apply the same when necessary in any emergency when the prisoner cannot be moved and a physician does not arrive in time.

339. They shall be responsible for the proper treatment of female prisoners by any person who may be privileged to see them, and shall be vigilant to prevent any possible transfer of weapons or other improper articles. They shall promptly re-

port to their Commanding Officer any mistreatment by anyone of prisoners in their care.

340. They shall see that food provided for prisoners who require it, is properly distributed and properly metered and of same in kind as provided for that purpose. See that food is fresh and wholesome and in accordance with regulations ration prescribed for prisoners except with the consent of the Commanding Officer when special meals may be ordered for designated prisoners, and enter the same in prisoners' meal book.

341. Except by special order to the contrary in each case, given by a Commanding Officer, matrons are forbidden to carry messages or attend to any business for prisoners in their charge other than that which is necessary for the temporary welfare of such prisoners, neither shall they converse with any prisoner who may be charged with a serious offense, except as to matters of the personal comfort and necessity of such prisoners. Matrons shall not admit any person to the cell occupied by any female prisoner, nor permit any person to converse with such prisoner. Persons except the arresting or investigating officer, who desire to see a prisoner must first obtain permission in writing on form provided from the Commanding Officer, and, in such cases the matron will bring the prisoner to the screened corridor where the prisoner may consult with the designated person or persons.

DETECTIVE DIVISION

342. There shall be a branch of the Department known as the Detective Divi-

sion which shall be under the supervision of a Superior Officer. It shall include the Day and Night Detective Bureau, Bureau of Criminal Identification and Records and such other Bureaus, Squads or Units as may be created, and be composed of such members of the Department as may be assigned thereto by the Director of Public Safety.

33 The Commanding Officer having supervision of the Detective Division shall have cognizance of all detective work of the Department, including such investigation as may come within the scope of the duties assigned to the personal investigators of the Director of Public Safety, Director Commissioner, or the personal staff of the Deputy Chiefs or Inspectors having supervision of branches of the Department other than the Detective Division.

344 In the absence of the Chief and Deputy Chiefs or the Inspectors, the Commanding Officer of the Day or Night Detective Bureau shall assume control and command of the Department during his respective tour of duty, unless otherwise ordered by the Director of Public Safety or the Police Commissioner.

345 The Day Detective Bureau shall function daily from 7 o'clock A. M. to 7 o'clock P. M. The members of the Bureau shall report for roll call daily at 9 A. M. and at such other times as may be ordered or as their work may require, unless on duty elsewhere or properly excused.

346 Members of the Day Detective Bureau shall, in turn, perform a tour of reserve duty as ordered by the Commanding Officer and shall not leave Headquarters, except on assignment without

the permission of the Officer in Charge, they shall respond promptly and cheerfully whenever their services are required.

347 The Night Detective Bureau shall function daily from 7 P. M. to 7 A. M. Members of the Bureau shall be on duty during these hours and at such other times as ordered or as their work may require. They shall report promptly for duty each night, unless on duty elsewhere or properly excused.

348 Police Officers coming to the City from other jurisdictions who require the assistance of the Detective Bureau will be referred to the Commanding Officers of either the Day or Night Detective Bureau, or in their absence the Officer in Charge, who will see that the necessary assistance is furnished. Members detailed for duty of this nature will keep their respective Commanding Officer informed of the progress of the case and will also report the final results.

349 All requests for detective services shall, when it is possible to do so, be made to the Officer in Charge of either the Day or Night Detective Bureau, before any action is taken thereon. No services will be rendered except when absolutely necessary, without the knowledge and consent of a Commanding Officer. If an emergency arises requiring active and immediate attention by a Detective, he shall, in the exercise of sound judgment, promptly render the same, but it shall be his duty to report the matter and his action thereon to his Commanding Officer at the earliest practicable time.

350 Assignment to and continuance in the service of the Day and Night Detective

five Bureaus shall be dependant entirely upon the individual member's conduct and general fitness for the performance of his duty. The record of him as indicated by the quality of his work and by the reports and recommendations of his Superior Officer. That in no matter is detailed to special service in the detection of crime shall not be construed as relieving him of the responsibilities of taking immediate and proper action in the matter of any violation of the Law Ordinances or Regulations coming to his attention and any such instances shall be deemed wilful neglect of duty and the offending member charged accordingly.

COMMANDING OFFICERS— DETECTIVE DIVISION DAY AND NIGHT BUREAUS

351 Shall have command and control of the members assigned to their respective commands, subject to the direction of the Commanding Officer of the Detective Division. They shall see that every case coming within the scope of the duties of the Detective Bureau is promptly and efficiently handled and keep or cause to be kept an accurate and complete record in each case.

352 Shall whenever it becomes necessary to absent themselves from their offices during their hours of duty place in charge a Superior Officer of the Detective Bureau.

353 Shall keep the Commanding Officer of the Detective Division fully advised as to the work of their respective bureaus, and where important cases are under investigation shall consult frequently and advise the Commanding Of-

ficer of the Detective Division of such progress as is being made.

354 Report to the Commanding Officer of the Detective Division in writing, all complaints against members of their respective bureaus made by citizens or members of the Department, and shall take verbatim statements in all investigations they may make pertaining thereto.

355 Shall be responsible for the service of all criminal warrants delivered to them through proper channels.

356 Shall submit in writing to the Commanding Officer of the Detective Division, a monthly report and an annual recapitulation of all business transacted by their respective commands. Reports to be forwarded to the Director of Public Safety through the Chief of Police.

357 Shall daily before 9 A. M., cause proper duplicate reports to be rendered to the Commanding Officer of the Detective Division of all completed and uncompleted cases handled by the members of the Night Detective Bureau, so that final assignments may be made.

LIEUTENANTS DAY AND NIGHT DETECTIVE BUREAUS

358 Shall when assigned to duty in the office of the Commanding Officer of the Day or Night Detective Bureau be the immediate assistant to the said Commanding Officer and in his absence during regular hours of duty, be in command of the Detective Bureau and have and exercise the same authority and perform all the duties of the Commanding Officer. Be at all times thoroughly informed on

all matters and activities concerning the work of the said Detective Bureau so that he may be properly equipped to take over the duties of the Commanding Officer in any emergency. He is empowered to advise to members in his charge attend to all complaints, applications for service or any other requests coming to the Detective Bureau and perform such other duties as may be required. Promptly report to his Commanding Officer every case of absenteeism, misconduct, miscoordination and neglect of or unfitness for duty, on the part of any members in his charge.

350. Shall when assigned to the Day Detective Bureau conduct the roll call of members of the Detective Bureau each morning and at such other times as may be directed. At each roll call carefully read and explain all general orders and such special orders as pertain to Detective Bureau and communicate all necessary information and matter, and whenever practicable all complaints of criminal activities in the City coming to the attention of the Detective Division and also names and descriptions of persons wanted. When professions or known criminals are in custody, exhibit them at roll calls when possible, and make known their criminal history for the information of the members of the Detective Bureau.

360. Shall be strictly responsible for the conduct, discipline and efficiency of all the members under their supervision and for the general good order of the respective bureaus during their hours of duty. Be particularly careful to carry out the orders of their respective Com-

manding Officers. Such orders shall not, except in cases of emergency, be countermanded or set aside, but when such action is taken they will report in writing to their respective Commanding Officers their reasons for each instance.

361. Shall after having read and explained all general and special orders, post same on board a board provided for that purpose for a period of three days, after which they will be properly filed.

SUPERIOR OFFICERS

362. Superior Officers shall, when in charge of squads assigned to the Detective Bureau, be held strictly responsible for the efficiency, discipline, general good conduct and appearance of the members assigned to their special supervision. They are strictly enjoined to require from subordinates a proper attitude of respect and obedience at all times, and shall, on no occasion, indulge in unofficerlike familiarities with them. Whenever it appears that a detective is ignorant of his duties and after a reasonable period of instruction shows no indication of improvement, or if for any reason they believe any detective under their general supervision is either mentally or physically incompetent and unfit for detective duty, they shall promptly inform their Commanding Officer of their observations.

363. Superior Officers shall daily investigate and check the work of members under their special supervision with the view of determining whether cases assigned to them have been promptly and properly investigated.

364 Superior Officers shall, unless otherwise ordered, or absent on necessary police business, be present at the regular roll calls. Prepare such detectives as are in their unit, in charge, for their duty and inform supervisors of all such who are given orders, assignment, or duties so that they may see to it that such orders or duties are promptly obeyed or performed.

365 When assigned to duty in the Day or Night Detective Bureau, Superior Officers shall exercise the authority of their rank only when necessary in the investigation of criminal cases and in such other emergencies where conditions require that in the best interests of the service they use such authority. However they shall not unnecessarily countermand any orders of Superior Officers below their rank, or needlessly interfere with the specific duties of members of equal or lower rank.

MEMBERS OF THE DETECTIVE BUREAU—DAY AND NIGHT

366 Members of the Detective Bureau shall be particularly charged with the prevention of crime and the investigation of criminal cases in the City, the detection and arrest of criminal offenders, the recovery of lost and stolen property, the cooperation with other authorities and the responsibility of giving vigilant scrutiny to, and taking proper cognizance of, all conditions relating to or tending towards the fostering of crime.

367 Members of the Detective Bureau shall immediately after making an arrest, file an arrest blank, correctly executed, with their Commanding Officers;

or in their absence, with the Officers in Charge, for those prisoners who are to be fingerprinted, etc., or for such prisoners as have previous criminal records. Members of both Bureaus shall be held personally responsible for strict compliance with this rule.

368 Said members of the Detective Bureau shall cooperate with one another and with all other members of the Department in the prevention and detection of crime, the arrest of criminals and the enforcement of all the laws of the State and ordinances of the City of which the Department takes cognizance, bearing in mind that they are policemen responsible for the performance of all police duty and required to observe all the Rules and Regulations applicable to them as members of the Department.

369 They shall not interview or interfere with a prisoner arrested by another member of either Bureau unless permission is given by such other member, or they are so ordered by the Commanding Officer of the Detective Division, the Commanding Officer of the Day or Night Detective Bureaus, or in their absence, the Officer in Charge.

370 Unless otherwise directed, they shall follow up each case assigned to them. They shall interview complainants without delay, and carefully ascertain the full facts and pertinent information concerning each case, and obtain an accurate and complete description of property reported lost or stolen and persons wanted, etc. Unless a case has been officially closed, they will advise complainants in person at reasonable intervals of the status of the cases in the in-

investigation of which they are engaged

371 They shall improve themselves with the criminal cases, acquire a knowledge of their practices, habits and associations, and acquaint themselves with the various methods adopted in the commission of crime and in evading detection. Also acquire a thorough knowledge of the criminal law and the elements that constitute criminal acts in violation of the various statutes thereof and acquaint themselves with fundamental rules of evidence, to the end that they may be enabled to present their cases in court in an efficient and intelligent manner

372 To secure cooperation and unity of action, they shall report promptly to their Commanding Officer such information as they may in any way obtain or possess relative to suspicious persons or places or any occurrence or circumstances in any way bearing on any crime that may have been committed, or that may be of any assistance to the Department in leading to the arrest of any criminal. Any member of either Bureau intentionally withholding such information, or failing to properly report the same, will be deemed guilty of neglect of duty.

373 They shall be specially charged with giving particular attention to and securing the greatest possible degree of efficiency in the duties of the particular squad or assignment to which they are detailed.

374 When leaving the City on police business for a period of more than twenty-four hours shall, upon arrival at their destination, telegraph such fact to their Commanding Officer, or other officer in

charge, and keep in close communication and correspondence with the Department at all times during their absence. They shall communicate by telegraph the time of their departure for headquarters, and whether with or without prisoner or prisoners.

375 They shall not leave the City to conduct any investigation or to perform any act within the scope of their duties without the express permission of their Commanding Officer or the Officer in Charge, except when in immediate pursuit of a fugitive or in extreme emergency.

376 They shall submit written report to their Commanding Officer on all matters assigned to them for investigation. Keep their Commanding Officers advised daily of the progress and developments in important cases to which they are assigned.

377 They shall not enter into official department correspondence over their signature, nor convey official department communications by telephone or otherwise outside the City, except by permission of their Commanding Officer.

378 They shall be careful that their inquiries do not unnecessarily endanger the reputation of any person who may be the subject of their investigation.

379 When assigned to detective work shall keep accurate and complete record of each day's business, and submit promptly all reports or records in every case assigned them, when so required by their respective Commanding Officers or the Commanding Officer of the Detective Division.

380. When going out of the City for

prisoners, or on other business of the Department, shall, in need of aid, on their return, furnish their respective Commanding Officers with the desired statement of the personal experience, also the expenses connected with the arrest and transportation of the prisoner.

381 They shall refrain from offering suggestions or giving information other than their orders, unsolicited to the court in the arraignment or trials of any prisoners.

382 They shall keep important criminals constantly under surveillance, and report places of employment of such persons to their respective Commanding Officers.

383 They shall bring before the Commanding Officers of either the Day or Night Detective Bureaus for questioning and investigation, all persons, whether arrested by detectives or other members of the Department, charged with crimes other than ordinary misdemeanors, or those arrested on suspicion of having committed or attempted to commit other than ordinary misdemeanors.

384 When it becomes necessary to act as Agent of the State of New Jersey in rendition (interstate extradition) cases, such member must first secure permission of the Chief of Police through his Commanding Officer requesting the County Prosecutor to designate such member as Agent.

385 When on duty at a location where their presence may appear suspicious to citizens, they shall inform the Dispatcher in the Radio Broadcasting Room as to their location and the probable length of time they will be present at such location.

386 Upon assuming command at the scene of a serious emergency, shall do so in a manner that will not cause comment or criticism. They will not impose arbitrary or unusual orders upon other members of the Department who may be present and will apply their experience and supervision to the execution of proper police work compatible with the requirements of the emergency. As soon as possible, after their arrival, they will release the members of other commands present, so that they may resume their regular assignments. They will at the earliest possible moment convey facts of emergency to the Officer in Command at Headquarters, be responsible for the proper transmission of all teletype, telegraph, telephone, radio and other alarms, and the submission of proper reports giving all details of emergency, his activities, names and ranks of members of other commands present, witnesses, etc.

387 Upon return to duty, after a period of absence (sickness, vacation, etc.), they shall thoroughly acquaint themselves with all General and Special Orders published during their absence.

BUREAU OF CRIMINAL IDENTIFICATION AND RECORDS

388 There shall be a branch of the Detective Division known as the Bureau of Criminal Identification and Records. It shall employ the Fingerprint and Photographic systems of identification. The criminal records and photographs of all prisoners shall be filed and other police records and reports shall be received, tabulated and filed in said Bureau.

289. It shall consist of the Identification, Photograph, Report, Correspondence, Teletype, Lost and Stolen Property Section and all other sections or units as may be added from time to time and shall function twenty-four hours each day of the year.

290. It shall be in charge of the Chief Identification Officer, who shall have full supervision, subject to such rules and orders as may be issued by the Director of Public Safety, the Police Commissioner, Chief of Police, or the Commanding Officer of the Detective Division.

CHIEF IDENTIFICATION OFFICER

291. The Chief Identification Officer shall have direct charge over such employees as may be assigned by the Director of Public Safety to the Bureau of Criminal Identification and Records and in the absence of the Chief Identification Officer or Assistant Chief Identification Officer, such Identification Officer or member of the Bureau designated by him shall have complete charge and be reported and observed accordingly. During such periods that the Chief Identification Officer or Assistant Chief Identification Officer are absent, any other member of the Bureau has been designated in charge, the Officer in Charge of the Detective Bureau shall be responsible for the conduct of the Bureau of Criminal Identification and Records. All duty assignments are to be made by the Chief Identification Officer.

292. The Chief Identification Officer shall be subject to all the Rules and Regulations laid down for the guidance and

government of all Commanding Officers insofar as they are applicable and do not conflict with the specific rules prescribing the duties of the Chief Identification Officer.

293. No member of the Department shall be permitted to search any of the files of the Bureau of Criminal Identification and Records, except such cards or officers attached thereto and any information, pictures or data on file in the Bureau shall be obtained only through the numbers assigned thereto.

294. The employees of the Bureau shall be on duty during such hours as may be ordered; they shall be punctual in reporting for duty and shall give prompt and diligent attention to all work assigned to them. No member of the Bureau shall absent himself from his duties for any protracted period of time, nor leave the building except with permission of the Chief Identification Officer, or other member in charge or Officer in Charge of the Detective Bureau.

295. Upon giving out any picture, communication or criminal record, to members of the Department or other duly authorized persons, all members of the Bureau shall see that an "out card" is properly executed, signed and filed, or that a proper receipt is obtained. No original records are to be taken from the Bureau by anyone unless in the custody of a member of the Bureau, and, then only with the permission of the person in charge.

296. For further information and regulations governing the Identification, Photograph, Report, Correspondence, Teletype, Lost and Stolen Property Sec-

tions or other sections or units which form part of this Bureau, refer to Manual of Procedure.

POLICE ACADEMY

397 There shall be an Academy for the proper training and education of all members of the Department who may be required to attend. It shall be in charge of a superior officer designated by the Director of Public Safety, and he shall have immediate supervision and control of such personnel, as may be assigned thereto, subject to the orders of the Chief of Police. He shall be held strictly responsible for the attainment of the highest possible degree of development and accomplishment by the members attending through the efficient application of the system of courses of instruction established for such purpose.

398 The Commanding Officer of the Academy shall, with assistance of such members of the Department or other persons as may be designated, carefully instruct all members attending the Academy on the subjects of criminal laws and City Ordinances, Civics, the Rules and Regulations of the Department, deportment, discipline, evidence and its proper presentation in court cases, criminal investigation, observation, the law of arrest, use of force, humane handling of prisoners, duties at parades, public functions, fires, riots, etc. presentations at the scene of a crime, report writing, hygiene, first aid to the injured, military courtesy and drill, firearms and target practice and such other subjects as may be prescribed by the Chief of Police or the Director of Public Safety.

399 Said Commanding Officer shall have such hours of duty as may be prescribed by the Director of Public Safety. He shall be subject to all the Rules and Regulations for the guidance and government of members of the Department of equal rank, insofar as they are applicable and do not conflict with the specific Rules and Regulations prescribing the duties of the Police Academy Commander.

400 Members of the Department ordered to attend the Academy for training and instruction, shall obey and respect the Officer in Charge and his assistants, and shall give strict attention to such training and instructions.

401 The Police Academy shall be open during such hours as the Director of Public Safety may designate, and all members of the Department required to attend shall report promptly at the time ordered. Failure to attend (unless properly excused, in which event the Officer in Charge of the Academy shall be notified by competent authority prior to the beginning of the session) shall be deemed "Absence without Leave" and punishable accordingly.

402 The Officer in Command of the Academy shall report in writing to the Chief of Police any absence, inattention or improper conduct on the part of any member of the Department attending the Academy, also the names of those members of the Department who from time to time satisfactorily complete the courses of training and instructions. He shall also report those members of the Department failing to qualify in the designated period of time and such members shall be required to attend the

Academy for an additional period, at such time as directed by the Officer in Charge of the Academy, through the Chief of Police.

403 Note For further information and regulations governing the Chemical, Technica, and Ballistics Laboratories, Athletic Instructors, Pistol and Rifle Range or other sections or units which form part of the Academy, refer to the Manual of Procedure.

SPECIAL SERVICE AND CENSOR BUREAU

404 There shall be a branch of the Department known as the Special Service and Censor Bureau, which shall be under the personal direction of a Commanding Officer designated by the Director of Public Safety, through the Chief of Police. The personnel thereof shall consist of such members of the Department as may from time to time be assigned thereto by the Director of Public Safety.

405 Members shall have such regular hours of duty as may be prescribed and shall report promptly, unless so duty elsewhere or otherwise ordered. Members of the Bureau shall report to their Commanding Officer.

406 They shall make investigations for any branch of the Department on request. When called upon by other divisions to take statements they shall see that a member of the division requiring their services stands by while statements are taken and they with member of division calling them will sign statement in proper manner, as witnesses.

407 They shall act promptly on all

duties assigned and respond to all calls for services requested by other divisions of the Department. Any member of the Bureau failing to respond or to perform duty requested by any branch of the Department, may be charged with dereliction of duty.

408 Whether the services requested by other divisions comes within their scope of duty shall not be determined by them. They shall respond to all calls cheerfully and allow the question of propriety of call to be decided by their Superior Officer after rendering service.

409 If necessary, they shall call upon any branch of the Department for assistance, and any member so called shall respond promptly.

410 They shall not sign complaints for court action unless arrest was made by them, or they have sufficient knowledge of the case to make such complaint.

411 They shall assist in the investigation of sex crimes, abortion, etc., the apprehension of fortune tellers, or other persons where due to conditions, police-women may work more efficiently and obtain better results than detect men.

412 They shall pay particular attention to theatres, halls, amusement centers, and all public places where "Mashers" may annoy or insult women or children.

413 They shall be specially charged with the enforcement of all laws and ordinances affecting juveniles. Report all conditions which might serve as a contributing cause of juvenile delinquency, such as improperly supervised dance halls, pool parlors, etc or other places where amusement devices attract minors and where their morals are likely to be

corrupted so that proper action shall be taken

414 They shall make subsequent investigation in cases of juvenile arrests, as to their home environment and other factors contributing to their delinquency

415 They shall cooperate with all organizations, welfare societies, homes or institutions interested in the social treatment and rehabilitation of juvenile delinquents and wayward minors, when called upon

416 They shall be charged with the supervision of all public halls, theatres, motion picture houses, plays, shows and exhibitions performed, acted or represented, shown or exhibited on any public stage, screen, house or room or other place whatever, within the City, and the display or any posters or display advertisements insofar as morality and decency are concerned

417 They shall keep on file a roster of all public halls, theatres and motion picture houses and cooperate with the Censor Division so that the Censor Bureau may be informed as to the opening or closing of, or change of ownership, or management or control of such places

418 Upon being notified of any change of ownership, management or control of any such place it shall be the duty of the Censor Bureau to acquaint the new owner, or owners, or management with the rules and regulations governing such places insofar as they pertain to the requirements of the Censor Bureau

419 They shall cooperate and coordinate in the matter of censorship of plays, shows, motion pictures, etc., with all organizations having committees appointed for this purpose

CHAPELAINS

420 Chaplains shall have the assimilated rank of Captain

421 They shall visit the sick, injured, and dying members of the Department and administer to their spiritual welfare

422 They shall be attired in the prescribed uniform or in the public clerical garb of the Church to which they belong, and wear the insignia of their office when appearing in their official capacity upon any public occasion

423 They shall be treated with the courtesy and respect due to their calling

424 They shall be authorized to visit Precinct Stations and Department offices and to converse with any member of the Department

DEPARTMENT TELEPHONE SYSTEM

425 A telephone system shall be maintained for the transmission and receiving of telephone messages connected with the services of the Police Department, and shall be under the direction of the Commanding Officer of the Detective Division, subject to the orders and immediate supervision of the Chief Telephone Operator

CHIEF TELEPHONE OPERATOR

426 Shall be in direct charge of the telephone operators and such other personnel as may be assigned to this unit to assist in cases of emergency

427 Shall give complete instructions to those assigned to switchboard duty

and keep accurate record of the time each operator is on duty

428. Shall operate one of three positions and supervise work of operators on the other two positions and investigate all service complaints

429. Shall assist in the dispatching of alarms and notifications to the various divisions of the City Government of conditions that concern them

430. Shall arrange with the New Jersey Bell Telephone Company to have a sufficient amount of equipment in service to handle Department Telephone Traffic without delay and see that all Trunk, Tie and Extension Lines and Bridges of same are working in a satisfactory manner at all times

ASSISTANT CHIEF TELEPHONE OPERATOR

431. He shall perform the duties of the Chief Telephone Operator during his absence and such other duties in connection with the Department Telephone Communication System at such hours as may be directed by the Chief Telephone Operator or by the Commanding Officer of the Detective Division

TELEPHONE OPERATOR

432. They shall answer all signals promptly in the following order, and using the following phrases

1. Recall Signals (Yes, Please)
2. Incoming Signals (Police Department, Operator # -)
3. Extension Signals (Your Call, Please)

4. Disconnect Signals (Waiting)

433. They shall give progress reports every thirty seconds if at the end of two minutes called extension has not answered give a "Don't Answer" report.

434. They shall not carry on any extraneous conversation or make any comment to calling party, only such as necessary to secure the proper information to complete the call

435. They shall acknowledge all requests for service by repeating the extension number, Precinct, or Division requested

436. They shall be charged with the proper and efficient performance of such duties as are prescribed.

437. They shall while on duty, be courteous, prompt and alert in the service at the switchboard. Abrupt, brusque or uncivil response to calls will not be tolerated under any circumstances. If a person calling desires to make a complaint or call for an officer the Telephone Operator shall at once connect such person with the Precinct, Division, Bureau or Office concerned in the matter

438. They shall permit no person, whether or not a member of the Department, except Commanding Officers or persons properly authorized, in the telephone operator's room, nor permit any persons to overhear the transaction of official police business by telephone, and permit no person to loaf, idle, or visit therein.

439. They shall under no circumstances, give out information concerning police business to any person, except to the member of the Department for whom intended.

440 After completing a connection, they shall refrain from "listening in" on a telephone conversation except when ordered to do so by the police officers.

441 They shall under no circumstances leave the telephone switchboard without first being relieved by a competent person and then only on permission of the Chief Telephone Operator, or in his absence, by the Commanding Officer of the Day or Night Detective Bureau.

442 They shall perform duty at such hours as may be directed by the Commanding Officer of the Detective Division, or in his absence by the Chief Telephone Operator.

443 They shall in an emergency and when necessary for the protection of life and property, immediately notify the Desk Officer in the Precinct concerned, also notify the Desk Officers of adjacent Precincts and any other units whose services may be required at the scene, immediately reporting his action to the Officer in Command at Police Headquarters at the time.

SURGEONS DIVISION

444 The Surgeons Division shall consist of the Chief Surgeon, Assistant Surgeons and such clerical force that may be assigned thereto by the Director of Public Safety under the supervision of the Chief of Police.

445 The Chief Surgeon, or one of his assistants, shall visit Police Headquarters daily at a time agreed upon by the Surgeon and the Chief of Police.

446 Departmental duties shall take priority over the demands of private practice, except in cases of emergency, or other unusual circumstances.

447 Upon receipt of notice that a member of the Department has reported sick, or injured, it shall be the duty of the Chief Surgeon or Assistant Surgeon to whom such case may be assigned, to visit the member without delay to carefully examine and ascertain if his disability is sufficient to warrant remaining off duty. He shall then fill out and file the sick report card which served to notify him of the case. Such subsequent visits may be necessary to keep properly informed on the progress in each case, shall be made by the Surgeons. It shall be the duty of the Surgeons to closely observe all sick and injured members and to order them to report for duty when sufficiently recovered. Notice of such order shall also be given the Commanding Officer of the Precinct or other branch of the Department to which such member is assigned.

448 Surgeons shall in all cases of sickness or injury of members of the Department, insist on strict obedience to all orders and regulations given relative to any alleviation of their condition, but in no case shall a Department Surgeon suggest that a member of the Department engage him professionally in the treatment of any sickness or injury, nor shall any Department Surgeon exact a fee for any diagnosis or examination made of any member of the Department unless specifically requested to make such diagnosis, examination, or to give treatment, by such member.

449 The Chief Surgeon shall carefully examine all members applying for permission to leave the City because of ill health, submitting to the Chief of Police a written report in each case, together

with such recommendations as he may deem proper and in the interest of the service. No such leave, however, may be granted except by the Director of Public Safety through the Chief of Police. When such leave has been granted the Chief Surgeon shall require the member affected to make written report of the progress of his case to him weekly or to have such member's physician do so, when such reports are not received, report same to the Chief of Police.

450. The Chief Surgeon shall submit to the Chief of Police written report in the case of any member of the Department who shall seek to evade duty on the pretense of sickness or injury who is not home when visited by the Department Surgeon, and who fraudulently or by concealment or misleading statement deceives or attempts to deceive a Department Surgeon, or whose sickness or injury is the result of intemperance, imprisonment, duress, moral, or vicious habits or practices.

451. Upon receipt of notice that a member has failed to report for duty as ordered the Surgeon having had charge of the case shall immediately visit such member and make written report of the facts in the case to the Chief of Police.

452. Surgeons shall examine prisoners taken, and make proper disposition in all cases. They shall examine prisoners as to their sanity when requested by a Commanding Officer desiring such service. They shall examine suspected intoxicated drivers of vehicles whenever the Officer in Charge of a Precinct believes the condition of such driver warrants examination. They shall examine female prisoners, or witnesses, when re-

quested to do so by a Commanding Officer, but only when such female is accompanied by a Policewoman or Matron. They shall give testimony in court in any of the foregoing cases when required. In each such case a certificate will be issued at the time of examination. A complete record of all the essential facts will be made and filed in the Chief Surgeon's office and a full report made to the Commanding Officer of the Precinct or Bureau concerned, and a copy of such report shall be filed in the Chief Surgeon's office.

TELEGRAPH SIGNAL BUREAU

453. There shall be a Telegraph Signal Bureau, the personnel thereof shall consist of a Superintendent, and as many linemen or other members of the Department as may be assigned to duty therein from time to time by the Director of Public Safety.

454. The said Bureau shall be under the supervision of the Superintendent of Police Telegraph Signal System, subject to the orders of the Commanding Officer in Charge of Precincts.

455. The Superintendent shall be held responsible for the proper mechanical and electrical operation of the Telegraph Signal System throughout the Department. Frequently test or cause to be tested, all wires, equipment and electrical apparatus in use in the system and keep same in constant fit condition for accurate and efficient service. Supervise all construction and installation work pertaining to maintenance of the system. Be subject to call at any hour of the day or night for the purpose of supervising or making

necessary repairs to the system. He immediately notified of any defects in the system.

456. He shall be held responsible for the conduct and proper performance of duty of the members of the Bureau. Receive at his office all reports from line-men or other members of his command, daily reports of work assigned to them and shall keep or cause to be kept accurate and proper records of such information.

457. He shall be held responsible for the proper care, use and keeping of all Department property, including signal desks, signal boxes, controllers, wires, cables, tools, batteries and battery material, as well as all office equipment including records, books, charts and files, and all automobiles and equipment assigned to said Bureau.

458. He shall with the approval of the Commanding Officer of Precincts, arrange a schedule for vacations or other absences of linemen or other members of the Bureau, so that a sufficient number are available for any emergency.

459. He shall instruct members of the Department, who may operate the various apparatuses, in the proper care and handling of same and shall see that all instructions are fully complied with. He shall report to the Commanding Officer of Precincts any damage to any apparatus, or any part thereof caused by the careless use of same by Department members.

460. He shall submit requisitions and samples of all materials and forms to be used in the Bureau to the Clerk's office and when supplies are delivered, will see that they conform to specifications.

461. He shall submit a written report to the Commanding Officer of Precincts from time to time of the condition of the system and during the first week of January each year shall submit a consolidated report of the activities of the Telegraph Signal Bureau for the year.

462. Linemen or other members assigned to the Telegraph Signal Bureau shall have such regular hours of duty as prescribed by the Superintendent.

AUTOMOBILE MAINTENANCE AND EQUIPMENT UNIT

463. Under the supervision of the Chief of Police, there shall be maintained in the Department a Unit known as the Automobile Maintenance and Equipment Unit. Personnel of this Unit shall consist of a Superior Officer in Charge and such members of the Department as may be assigned by the Director of Public Safety.

464. The Superior Officer in Charge thereof shall be responsible for the discipline and efficiency of his subordinates, and shall have the power to make such minor rules and regulations governing the efficient and economical operation of department motor vehicles, as he may deem necessary, subject to the approval of the Chief of Police.

465. He shall have general supervision of all department automobiles and equipment pertaining thereto, and all department officers shall obey his orders and instructions insofar as they pertain to the care and operation of said automobiles.

466. He shall frequently inspect all department automobiles, and will be required to report neglect thereof, offend-

ing chauffeurs will be deemed neglectful and will be removed from detail and subject to discipline.

46. He shall be charged with the maintenance and repair, cleaning and polishing of all department automobiles and the neatness and orderliness of garages.

45a. Operators of Motor Vehicles As to Patrols and Patrol Wagons and Chauffeurs detailed to operate same shall be under the direct charge of the Commanding Officer of the Precinct or other Unit of the Department to which assigned. Commanding Officers shall require these vehicles to be kept clean and in good condition at all times.

CHAUFFEURS

409 Under no circumstances shall chauffeurs allow women, except members of the Department to ride in Department Motor Vehicles unless for a necessary purpose in the discharge of Police Duty.

470 They shall operate Department Motor Vehicles with care, and keep same clean, in good condition and running order, and shall promptly report to the Superior Officer in Charge of such vehicles all needed repairs or supplies.

471 They shall remain on duty until properly relieved unless excused by a Superior Officer. Under no circumstances shall they leave the Garage unless ordered or properly excused.

472 They shall see that oil is at proper level in the crankcase, and shall fill radiator and fuel tank and keep record of the oil and fuel used and mileage as recorded on the speedometer and shall frequently test tires for proper air pressure and check level of electrolyte in battery.

473 While on duty in Precincts, they shall keep the garage and abutting runways, sidewalks and sidewalks clean, neat and sanitary, and will not permit dirt or rubbish to accumulate in any part thereof. They shall keep entrances to the garage, and all sidewalks, yards, and areas ways connected therewith, free from ice and snow.

INTOXICANTS

474 Members and employees of the Department are positively forbidden to drink any kind of intoxicating liquor when on duty or in uniform nor shall any member at any time when in uniform, except in the performance of duty, enter any place in which intoxicating liquor is sold or furnished.

475 No intoxicating liquor shall be brought into, or kept in any Precinct Station or in any Department building or part thereof, except when officially seized, or in an urgent necessity upon the advice of a Department Surgeon, or other reputable physician.

476 Members off duty are forbidden to use intoxicating liquor to an extent unfitting them for actual duty, as they are subject to call at any time their services may be needed. Members taking medicine containing alcohol, shall report to a Department Surgeon before going on duty. Members, therefore, shall learn from their physician the nature of any medicine prescribed for them.

477 Superior Officers shall send before a Department Surgeon for immediate examination any subordinate member reporting for duty, or found on duty in an unfit condition, if such condition is believed to be due to the use of intoxicants.

SPECIAL DUTY

478. Members of the Department assigned by the Director of Public Safety to the Division of Drug Control, Parking Meters, Alcoholic Beverage Control or any other Division of the Department of Public Safety or Division of City Government. Shall have such hours of duty and perform such duties as are required of them by the Supervising Authority of the Division to which they are assigned, subject to the supervision and approval of the Chief of Police.

GENERAL

479. The Rules and Regulations of the Department are applicable to all members of the Department, including civilian employees. These rules, especially those governing their respective ranks, are also applicable to members of the Department whenever they are assigned to special duty, squads or divisions, when such rules are not inconsistent with their specific duties.

AMENDMENTS TO RULES AND REGULATIONS

480. The Rules and regulations of the Department may be amended, revoked or suspended, in whole or in part or additional ones may be made from time to time, as the circumstances, or the good of the service may require, by the Director of Public Safety.

481. When notice of any amendment, alteration or new Rule or Regulation is given to the members of the Department, they shall promptly make the necessary

correction and insert such change in their Manual.

For duties and Regulations governing the following subjects and units of the Department refer to the Manual of Procedure.

CIVILIAN EMPLOYEES
THE CLERKS OFFICE
PROPERTY CLERKIAN
IDENTIFICATION SECTION
PHOTOGRAPH SECTION
REPORT SECTION
CORRESPONDENCE SECTION
LOST AND STOLEN PROPERTY SECTION
TELETYPE SECTION
CHEMICO-TECHNICAL SECTION
BALLISTICS LABORATORY
ATHLETIC INSTRUCTORS
PISTOL AND RIFLE RANGE
SUMMONS AND TRAFFIC REGULATION
ARRESTS
JUVENILE OFFENDERS
TESTIMONY IN COURT
DEATH BY CRIMINAL VIOLENCE
DYING DECLARATIONS
FIRES, RIOTS, EMERGENCIES
ELECTION DUTIES
SICKNESS AND SICK LEAVE
ABSENCE
SUSPENSION
TRANSFERS
RESIGNATIONS
GIFTS, GRATUITIES, REWARDS
PROPERTY
COOPERATION
ASSISTANCE TO CITIZENS
UNIFORMS AND EQUIPMENT
CORRESPONDENCE
DEPARTMENTAL RECORDS
THE FLAG
MILITARY COURTESY
SALUTES
FUNERALS

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POLICE DEPARTMENT
NEWARK NEW JERSEY

September 29, 1976

SWN 18-2

MEMORANDUM FROM THE POLICE DIRECTOR NO. 76-310

TO: COMMANDING OFFICERS - ALL COMMANDS

FROM: POLICE DIRECTOR

SUBJECT: REVISION TO RULES AND REGULATIONS, SECTION 7:17,
DEPARTMENT FUNERALS

1. Revisions to Section 7:17, Department Funerals, is being made to:
 - (1) Institute the selection of a Service Officer for Police Officers and a Service Officer for Superior Officers of the Newark Police Department.
 - (2) Create a standardized procedure that will convey a sympathetic and helpful attitude toward the widow and/or survivors of the deceased member during their period of emotional crisis.
 - (3) Insure that the widow and/or survivors receive all the monetary benefits that are legally forthcoming from the Police Department and the City of Newark and to further assist the family by advising them of other possible sources of benefits.
2. Effective immediately, Rule 7:17.1, "Commanding Officer to Contact Family of Deceased Member", shall be changed to read:

7:17.1 Commanding Officer to Contact Service Officer. Upon the death of a deceased member of the Department, the Commanding Officer of the deceased member shall contact the Service Officer who shall:

 - (1) Acquaint himself with the family conditions of the deceased member and personally take the following actions:
 - (a) Visit the family and offer the condolences and support of the department and brother officers.

- (b) Tactfully inform the family of the need to return the service revolver immediately, and mention that he will contact them at a later date for the recovery of other department issued equipment.
 - (c) Make arrangements for proper funeral escort and/or pall-bearers, if the family so desires.
 - (d) Ascertain, from the family, if the deceased member had a close associate within the department. If so, and if the Service Officer feels it necessary, request from this member's commanding officer, that he be temporarily reassigned to assist him in rendering services to the family of the deceased member.
- (2) Be responsible for rendering the following services:
- (a) Determine where the services are to be held, the date and hour of burial, place of internment, and promptly relay this information through proper channels to the Chief of Police.
 - (b) Act as liaison officer between the Chief of Police; police organizations, i.e., P.B.A., S.O.A., and F.O.P., and the family.
 - (c) Contact the funeral director and arrange for the return of any department equipment (e.g. badge and/or hat wreath) prior to burial.
 - (d) Coordinate the collection of and be personally responsible to insure that the widow and/or survivors receive all the monetary benefits that are legally forthcoming from the Police Department and the City of Newark.
 - (e) Further assist the family by advising them of other possible sources of revenue.
 - (f) Collect and return to the family, the deceased member's personal items (e.g. contents of locker and desk).
 - (g) Maintain contact with the family of the deceased until his services are no longer required.

- (3) Arrange to have all the deceased member's issued department equipment (as itemized in Department Rules and Regulations Chapter 18) picked up as soon as is tactfully possible after the funeral.
3. Commanding Officers shall designate a member, responsible for distribution within their Command, to pick up the required number of copies and sign form DPl:1501 at the Police Property Room.
4. Upon receipt of this Director's Memorandum, each member shall insert it in their Manual of Rules and Regulations.
5. Pending the publication of a completely revised Chapter 7 for the Manual of Rules and Regulations, department members shall refer to and be guided by the provisions set forth in this Memorandum for Rule 7:17.1.

BY ORDER OF:



HUBERT WILLIAMS
POLICE DIRECTOR

RW:DGB;md

FOREWORD FROM THE MAYOR

During our City's 300th Anniversary I feel doubly honored to greet you as a member of the Newark Police Department, an organization bearing a proud tradition, one hundred nine years old.

In the 1850's it was for Newark and a few other old eastern cities to lay the ground work for the municipal policing concept as we know it today in this country.

Though in this edition of the **Newark Police Department Rules and Regulations**, concern for rules still remains the principal feature, considerable effort has been exerted to make this manual more than merely a rulebook. Rather it has been designed to provide the foundation for enlightened personnel policy. It stands as a statement of good faith in setting out the rights and obligations of each member, the means of redress, and the obligation of each individual toward his fellow man.

In short, this manual purports to strengthen the Police Department by enhancing the standing of each member in it.

A handwritten signature in dark ink, appearing to read "H. J. Addonizio". The signature is fluid and cursive, with the first and last names being more prominent.

Hugh J. Addonizio, Mayor

FOREWORD FROM THE POLICE DIRECTOR

The history of mankind indicates that in order for a government to survive there is a need for selected individuals to uphold and enforce the laws. Laws evolve through mores, customs and religious practices and act as the mortar which holds together the individuals in each group. As culture and civilization progressed, and concomitant with these entities, the enlightened principles of democracy brought forth our modern law enforcement agencies which are charged not only with enforcing the laws but safeguarding our sacred guarantees of individual rights, liberty and welfare.

Rare is the agency that is charged with so profound a responsibility, and unique indeed is the role of the police officer, who as the protector of the rights of our society, is the personification and symbol of government. It is only through the direct application of the powers permitted to the police that laws become effective instruments of guidance. Thus a police officer stands in the delicate balance of preserving the concepts of a free society on one hand and repressing those who fail or refuse to abide by its mores and codes on the other.

Experience conclusively proves that in order to assist the police officer in the proper fulfillment of his duties and responsibilities, that a code of rules and regulations must be enacted. Hence this **Manual of Rules and Regulations**. The rules set forth therein define the lines of authority, requisite duties and code of conduct for all police personnel and civilian employees of the Newark Police Department.

Every individual in the Newark Police Department, whether civilian or uniformed, is charged with the presumption that he knows and understands all the rules and regulations. It is acknowledged that this **Manual of Rules and Regulations** cannot conceivably embrace every situation. Accordingly, every member of the Department may at times be called upon to exercise sound judgment. When circumstances permit, however, it is the responsibility of the individual concerned to obtain the advice of any available supervisor.

Civilian personnel must realize that they are an integral part of a time-honored agency which renders important and essential services to the citizens of Newark. Police officers must understand that they constitute a part of a proud and respected tradition in this City dedicated to the safety, security and well-being of its citizens. To bring discredit and dishonor to the uniform and the Department is inexcusable. Let service to the people and credit and honor to the Department be our precepts.



Dominick A. Spina, Police Director

FOREWORD FROM THE CHIEF OF POLICE

This revision of the **Manual of Procedure** and the **Manual of Rules and Regulations** to be known as the **Newark Police Department Rules and Regulations** has been prepared to provide each member of the Department with a general guide to assist him in the proper performance of his assigned duties.

More than a simple revision of the prior **Manuals** issued on May 1, 1948, this work contains specific information which has been arranged in a more logical fashion. It is now easier to read and easier to locate a given rule. Unnecessary and outdated language has been deleted.

This **Manual** has been so designed that periodic revisions can be made with the facilities presently possessed by the Police Department. With this in mind, decisions have been made to delete certain subjects and to include others. It is intended that the **Rules and Regulations** will be updated as dictated by changing conditions. Moreover, some sections of the present content may be withdrawn and either converted into General Orders or into a Unit Manual, whereas rules and regulations currently found in previous Orders may be extracted, streamlined and incorporated herein.

This **Manual** is not intended to provide detailed procedural steps for each course of police action; this is the function of the General or the Special Order, or in other cases, of a unit manual which outlines standard operating procedures.

The Department expects that each member will so conduct himself under the general guide lines set down in these **Rules and Regulations** and will apply himself to the knowledge made available in Departmental training programs so that in exercising judgment, discretion and social consciousness, the collective effect will enhance the professional position of the Police Department.



Oliver Kelly, Chief of Police

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GUIDE LINE FOR MEMBERS - SUBJECTS OF
OFFICIAL INVESTIGATIONS

P.O. NO. 68 - 3 Rev.

EFFECTIVE DATE

JUNE 21, 1971

SECTION CODE

J - 2

SUPERSEDES ORDER 68 - 3 DATED April 17, 1968

The purpose of this order is to set forth guide lines for members of the department who are questioned in connection with an official investigation.

This order consists of the following numbered sections:

- I. INTRODUCTION
- II. GUIDE LINES ESTABLISHED FOR INTERNAL INVESTIGATIONS
- III. GUIDE LINES ESTABLISHED FOR EXTERNAL INVESTIGATIONS
- IV. RESPONSIBILITY FOR COMPLIANCE
- V. EFFECT OF THIS ORDER

I. INTRODUCTION

- A. Members of the department fall into two (2) categories -- civilian employees and members of the uniformed force. In addition to express statutory rights and duties, all members are subject to the general rules of the law which govern employer-employee relations and the rules and regulations of the department.

Members of the force hold a unique status as public officers in that the nature of their office and employment involves the exercise of a portion of the police power of a municipality. This responsibility necessarily involves community wide contacts with the general public, government officials, representatives of business and commerce, law enforcement officers, and with other department members.

Historically, conflicts and differences have grown out of man's contact with his fellow man. Accordingly, then, out of these police-public relationships, questions sometimes arise concerning a member's actions and an officer sometimes becomes the subject of an official investigation.

NEWARK POLICE DEPARTMENT
GENERAL ORDER

To insure that these investigations are conducted in a manner which is conducive to good order and discipline and in a manner which is both fair and equitable to the police-subjects of the investigation, the guide lines set forth in this order are hereby established.

II. GUIDE LINES ESTABLISHED FOR INTERNAL INVESTIGATIONS

A. Time of Interview

The interviewing of a member shall be at a reasonable hour, preferably when the member is on duty, unless the exigencies of the investigation dictate otherwise. Where practicable, interviewing should be scheduled for the daytime and the temporary reassignment of the member to daytime tour may be employed when the Internal Affairs Division is conducting the investigation and the commanding officer of that office holds it necessary. If a member is interviewed on his own time, he shall submit an overtime report form DP1-16J0.

B. Place of Interview

The interviewing of a member shall take place at a location designated by the investigating officer. Usually, it will be at the Internal Affairs Division, the command to which the investigating officer is assigned, or at the precinct within which the incident allegedly occurred.

C. Name of Investigator

The member shall be informed of the rank, name and command of the officer in charge of the investigation, as well as the rank, name and command of the interviewing officer and all persons present during the interview. If a member is directed to leave his post and report for his interview to another command, his command shall be promptly notified of his whereabouts.

D. Nature of Investigation

The member shall be informed of the nature of the investigation and the name of the complainant before any interviewing commences. The addresses of the complainants and/or witnesses need not be disclosed, however, sufficient information to reasonably apprise the member of the allegations

NEWARK POLICE DEPARTMENT
GENERAL ORDER

should be provided. If it is known that the member being interviewed is a witness only, he should be informed at the initial contact.

E. Interview Reasonable Duration

The interviewing shall not be overly long. Reasonable respites shall be allowed. Time shall also be provided for personal necessities, meals, telephone calls and rest periods as are reasonably necessary.

F. No Duress

The member shall not be subjected to any offensive language, nor shall he be threatened with transfer, dismissal or other disciplinary punishment. No promises of reward shall be made as an inducement to answering questions.

G. Recording Limited

The interviewing of the member shall not be recorded mechanically or by a stenographer. EXCEPT that, when the investigation is conducted by the Internal Affairs Division these methods may be used at the discretion of the investigating officer. All recesses called during any interview, as well as the time at the beginning and the time at the end of the interview shall be recorded.

H. Constitutional Protections

If a member is under arrest or is likely to be; that is, if he is suspect or the target of a criminal investigation, he shall be given his rights pursuant to the Miranda decision as set forth in DP1:1539.

I. Right to Counsel

In all other cases, the law imposes no obligation, legal or otherwise, on the Department to provide an opportunity for a member of the force to consult with counsel or anyone else when questioned by a superior officer about his employment or matters relevant to his continuing fitness for police service. Nevertheless, in the interest of maintaining high morale, the Department shall afford an opportunity for a member, if he so requests, to consult with counsel before being questioned concerning a violation of the rules, regulations and procedures, provided

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GENERAL ORDER

the interview is not unduly delayed. However, in such cases, the interview may not be postponed for purpose of counsel past 10 A.M. of the day following the notification of the interview. Counsel, if available, and a representative of the member's command may be present during the interview of a member of the Department. Obviously, requests for an opportunity to consult with counsel in connection with minor violations, such as absence from post, failure to signal, failure to make entries, etc., will be denied unless the investigating officer for good cause so allows.

J. Pertinent Questions to Be Answered

In cases, other than criminal, the refusal by a member to answer pertinent questions may result in disciplinary action.

III. GUIDE LINES ESTABLISHED FOR EXTERNAL INVESTIGATIONS

A. Referral to Internal Affairs Division

All investigators from any agency outside the police department who are conducting an investigation regarding a complaint against a member of this department, will be referred to the Internal Affairs Division at Police Headquarters.

B. Officers' Rights Protected

The commanding officer of the Internal Affairs Division shall arrange for the investigators to speak with the member concerned, allowing the member reasonable time to obtain counsel from the Law Department in proper cases, or private counsel at his own expense, should he so desire.

C. Internal Affairs Division Responsibility

In the absence of counsel, the member to be interviewed shall be advised of his rights by a superior officer assigned to the Internal Affairs Division prior to his being interviewed by an investigator from an agency outside the Police Department. He shall not be required to furnish a written statement, or a written report to the investigators, nor to sign any written document presented by them.

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GENERAL ORDER

D. Report Required

Immediately after the interview, the officer shall submit a report to the commanding officer of the Internal Affairs Division setting forth the questions directed to him and his answers to the best of his knowledge and ability. This is for the use of the member in the event he is again interviewed on the same matter or if his answers are challenged at a later date.

IV. RESPONSIBILITY FOR COMPLIANCE

All members are responsible for complying with this order.

V. EFFECT OF THIS ORDER

All previous orders and sections of the "Newark Police Department Rules and Regulations" which are inconsistent with this procedure are repealed.

John L. Redden
JOHN L. REDDEN
DIRECTOR OF POLICE

JLR:my

Distribution:

All functional and geographic units
All Department Personnel

Index as:

Guidelines for Members - Subjects of
Official Investigation
Investigations of Department Personnel
Departmental Investigations of Personnel

CHAPTER 1

INTRODUCTION

1:1 ESTABLISHMENT OF NEWARK POLICE DEPARTMENT RULES AND REGULATIONS

1:1.1 Rules and Regulations Established. The Newark Police Department hereby establishes the Department Rules and Regulations under cover to be known as the *Newark Police Department Rules and Regulations*.

1:1.2 Distribution of the Manual. One copy of the *Rules and Regulations Manual* shall be distributed to each police officer and to certain civilian employees of the Police Department. Also, for reference purposes, copies shall be distributed to the Office of the City Clerk, the City Personnel Office, the City Law Department and to certain offices, units, divisions and commands within the Police Department. The order outlining the distribution of the *Newark Police Department Rules and Regulations* lists the civilian employees and police officers entitled to receive a copy.

1:1.3 Responsibility for Maintenance. Each police officer, each civilian employee, and each divisional superior officer in charge of an office that is assigned a Manual shall be responsible for its maintenance and care. All Manuals shall be kept current and supplementary pages concerning additions, revisions or amendments, shall be promptly and properly inserted.

1:1.4 Responsibility for Issuance of Amendments. The Commanding Officer of the Planning and Research Office shall issue all revisions, amendments and other changes of the *Rules and Regulations*. He shall maintain a distribution list, and shall notify the Office of the Chief of Police and the Office of the Commander of the Administrative Division when any change in the distribution procedure is necessary.

1:1.5 Additions and Amendments or Revisions. When a section is amended, revised, or added to,

the new section shall be inserted according to number and title as set forth in the instructions contained in the order accompanying the supplementary sheet. Generally, a full page replacement will be issued for insertion to replace the page containing the amended or revised section. When a page is an addition, instructions shall be given for its proper insertion. Instructions shall also be issued for the discontinuance of outdated sections.

1:1.6 Familiarization. Each police officer and each civilian employee are duty bound to thoroughly familiarize themselves with the provisions of the *Rules and Regulations*. Failure to comply shall be considered neglect of duty.

1:1.7 Ignorance of the Rules. In the event neglect of duty is charged against a member for failure to observe the Rules and Regulations, Departmental Procedures or Orders, ignorance of any provision of this Manual or of any Departmental Procedure or Order will not be accepted as an excuse.

1:1.8 Right to Amend or Revoke. For the good of the service, in accord with *N. J. Statute 40-47.1*, the right is reserved by the Police Director as the representative of the governing body to amend or to revoke any of the Rules, Regulations, or Procedures, or add thereto, as the circumstances require.

1:1.9 Previous Orders. All Rules, Regulations, Procedures, and Orders, previously issued, contrary to those embodied in the Manual are hereby revoked. All other Rules, Regulations, Orders and Procedures not in conflict with those contained in this Manual shall remain in force.

1:2 THE NUMBERING SYSTEM

1:2.1 Chapter and Section Designation. Each chapter, section and subsection, shall be designated by title and arabic numeral. All numbering breakdowns shall be arranged according to a decimal sequence.

1:2.2 Chapter and Section Sequence. The number preceding the colon shall enumerate the chapter while the number placed immediately to the right of the colon shall indicate the section.

1:2.3 Subsection Sequence. The number placed to the right of the decimal point shall designate the subsection.

1:2.4 Additional Subsection Sequences. Additional subsection numbers shall be designated immediately to the right of the hyphen. They shall also be included in the Index.

1:2.5 Series Numbering. Numbers and letters listed in series under sections and subsections shall be enclosed within parentheses, (examples shown below), but shall not be indexed.

- (1) Police officers shall salute
 - (a) The President and Vice President of the United States.
 - (b) Members of Congress and the President's Cabinet.
 - (c) The ruler of any foreign state.
 - (d) The Governor of New Jersey or any other state.
 - (e) Ranking dignitaries of Church.
 - (f) Mayor of this City and City Council members.

1:2.6 Typical Reference. A typical reference number being sought might be 16.2.1. Accordingly, this information would be found in Chapter Sixteen. Further, it would be found under Section Two of Chapter Sixteen. Under Section Two, the reference would be contained in Subsection One.

1:2.7 Flexibility of System. This system shall provide a simple and quick method of referral to material in this Manual. This format has been designed to make specific reference to particular sections or subsections possible and to facilitate expansion and revision of the contents.

1:3 POLICE DEPARTMENT AUTHORITY POWERS—DUTIES

1:3.1 Legal Authorization. *New Jersey Statute 40:47-1* states, "The governing body of every municipality may make, amend, repeal, and enforce ordinances to establish, maintain, regulate and control a police department and force, and subject to the provisions of Article 3 of this Chapter (40:47-21) a paid fire department and force therein, to prescribe and establish Rules and Regulations for the government and discipline thereof, the appointment, terms and removal of the officers and members thereof, and to prescribe their duties and fix their compensation."

1:3.2 City Ordinance. The Police Department is established by authority of Article IV, Section 2.30 (1) and Article XII, Section 2.130 of the *City Administrative Code*.

The powers and duties are established by authority of Article XII, Section 2.132 of the *City Administrative Code* which directs that the Police Department shall

(1) Preserve the public peace, prevent crime, detect and arrest offenders against the penal laws and ordinances effective within the City, suppress riot, mobs and insurrections, disperse unlawful or dangerous assemblages, and preserve order at all elections and public meetings and assemblages, and there shall be established night foot patrols to give full effect to the provisions of this sub-section,

(2) Administer and enforce laws and ordinances to regulate, direct, control, and restrict the movement of vehicular and pedestrian traffic, and the use of streets by vehicles and persons, and to make rules and regulations, not inconsistent with the charter, ordinance, and general law, or such purpose,

(3) Remove all nuisances in the public streets, parks, and other public places, inspect and observe all places of public amusement or assemblage and all places of business requiring any state or municipal license or permit;

(4) Provide proper police attendance and protection at fires,

(5) Enforce the laws and ordinances in effect within the City and prevent the violation of them by any person, and apprehend and arrest all persons legally charged with the violation of any law or ordinance,

(6) Provide for the attendance of its police officers or civilian employees in court as necessary for the prosecution and trial of persons charged with crimes, and other violations of the law, and cooperate fully with the law enforcement and prosecuting authorities of Federal, State and County Governments.

(7) Operate a training program to maintain and improve the police efficiency of the members of the Department.

1:3.3 Oath of Office. The City Clerk shall take and subscribe an Oath of Office from all new police officers and civilian employees before their assignment to duty and prior to their promotion to higher ranks, as follows:

"I (name of police officer or employee) do solemnly swear I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will faithfully discharge the duties of (state rank or position) of the City of Newark according to the best of my ability. I do further solemnly swear that I do not believe in, advocate or advise the use of force, or violence, or other unlawful or unconstitutional means, to overthrow or make any change in the government established in the United States or in this State; and that I am not a member of or affiliated with any organizations, association, party groups or combination of persons, which so approves, advocates or advises the use of such means. So help me God."

1:3.4 Police Director.

1:3.4-1 Authority by Appointment. The Police Director shall be the chief executive of the Police Department by authority of Article XII, Section 2.130 of the *City Administrative Code*.

1:3.4-2 Powers and Duties. According to the *City Administrative Code* the Director:

(1) Shall be the chief executive officer of the Department;

(2) Shall make, administer and enforce rules and regulations for the control, disposition, and discipline of the Department and of its officers and employees;

(3) Shall establish procedures for the hearing and determination of charges of violation of Departmental rules and regulations by any member of the Department. Such member may be fined, reprimanded, removed, reduced in rank, suspended or dismissed from the force only on written charges made or preferred against him, after such charges may have been examined, heard and investigated by the Director, or by a board of discipline selected from among the police officers of the police force, upon such reasonable notice to the police officer charged and according to such practice, procedure and manner as may be prescribed by rules and regulations of the department.

New

1:3.4-3

(4) Shall in his discretion deduct and withhold salary from any member of the Department on account of absence without leave for any cause,

(5) Shall have and exercise all of the functions, powers and duties of a department head as otherwise prescribed by the *Administrative Code*.

1:3.4-3 Functions. The Director conducts the affairs of the Police Department, interprets and applies the policies of the Mayor and City Council, and controls the operations of the units and the activities of the staff within the Department, conducts public relations, and implements the internal disciplinary process.

1:3.4-4 Authority and Responsibility. The authority and responsibility of the Director are subject to the policies of the City Council, the Ordinances of the City of Newark and the Laws of the State of New Jersey.

1:3.4-5 Operations and Activities. The Director controls and coordinates activities and approves operating plans.

(1) He sets operating and administrative policies.

(2) He allocates manpower, material and funds within the budget which is approved by the City Council.

1:3.4-6 Organizational Plans. The Director is responsible for formulating the organizational plans of the Department.

(1) He may add, eliminate or alter positions subject to the approval of the City Council.

(2) He has the power to improve and change the organizational plan completely or in part.

(3) He recommends adjustments in the salary and working benefits for members of the Department.

1:3.4-7 Personnel Policies. The Director sets personnel policies with the approval of the Mayor and City Council conforming to the Ordinances of the City of Newark, laws of the State of New Jersey, and the rules of the New Jersey State Civil Service Commission.

The Police Director

(1) Causes examination to determine the qualifications of persons applying for positions.

(2) Hires and promotes with the approval of the Mayor.

(3) Recommends and approves promotion, demotion, release or other disciplinary measures with the approval of the Mayor.

(4) Recommends or approves promotion and recommends demotion, release and other disciplinary measures subject to the ordinances of the City of Newark, the laws of the State of New Jersey and the rules and decisions of the New Jersey Civil Service Commission.

INTRODUCTION

1:3.6-1

(5) Administers wage and salary programs and employee benefit plans and personnel rating programs.

(6) Requires that all personnel be trained and approves training programs.

(7) Grants temporary leaves of absence to members of the Department.

1:3.4-8 Finance. The Police Director

(1) Submits the annual budget and proposed expenditure programs to the City Business Administrator.

(2) Approves payment from allotted funds for operating expenses and capital expenditures.

(3) Approves expense accounts.

1:3.5 Chief of Police.

1:3.5-1 Responsibility of the Chief of Police. The Chief of Police

(1) Shall be the Commanding Officer of the Police Department subject to the orders of the Police Director.

(2) Shall be responsible for

(a) Enforcing all laws and ordinances falling within the jurisdiction of the Police Department.

(b) Enforcing Police Department Rules, Regulations and Procedure.

(c) Enforcing the orders of the Police Director.

(d) Maintaining the discipline and efficiency of the Police Department.

(e) Maintaining the supervision of police work and conditions.

(f) Exercising such executive authority and supervision of Department work as the Police Director may assign from time to time.

1:3.5-2 Powers of the Chief of Police. The Chief:

(1) Shall issue orders to Department members consistent with law, and the Department Rules, Regulations and Procedures.

(2) Shall order any members of the Department to any place in the City where police services may be required.

(3) Shall suspend from duty any member of the Department for willful violation or disregard of law, Department Orders, Rules, Regulations and Procedures.

(4) Shall expend Department funds in accordance with the provisions of the approved budget.

1:3.6 Command Officers. Command officers are police officers holding the rank of captain or above.

1:3.6-1 Responsibilities — General. Commanding officers shall exercise direct control over all members within their command, subject to higher authority.

in accordance with the Rules, Regulations and Procedures of the Department.

1:3.6-2 Instructing Police Officers. A commanding officer is responsible for determining that each member of his command is instructed in his duties and performs them properly.

1:3.6-3 Responsibilities. Command officers.

(1) Shall maintain good order and discipline within their command.

(2) Shall cooperate with other Department units.

(3) Shall investigate personnel complaints not processed elsewhere.

(4) Shall assign duties and responsibilities within their command to achieve command and department objectives.

(5) Shall prepare reports, correspondence, and maintain records concerning their command.

(6) Shall maintain the quarters, control of the equipment, and use of supplies and material assigned to their command.

1:3.7 Supervisors. Supervisory officers are the Lieutenants, sergeants and civilian personnel appointed to permanent or acting supervisory capacity who are placed in charge of one or more policemen or civilian employees.

1:3.8 Supervisory Responsibilities. Supervisors

(1) Shall enforce *Department Rules and Regulations* and insure compliance with Departmental policies and procedures.

(2) Shall exercise proper use of their command within the limits of their authority to assure efficient performance by their subordinates.

(3) Shall exercise necessary control over their subordinates to accomplish the objectives of the Department.

(4) Shall guide and train subordinates to gain effectiveness in their present and future assignments.

(5) Shall generally resort to negative disciplinary measures only after positive disciplinary measures have been found ineffective.

(6) All Field Supervisors, below the rank of Captain, shall maintain a daily record of their activities and the activities of the subordinates assigned them, in a log or memorandum book, obtained from department supplies.

INFORMATION RECORDED CHRONOLOGICALLY SHALL INCLUDE:

1. The Department V.I.N.: name(s); location; time; date; tour.

2. Personnel assignment and/or activity in which engaged.

3. Police actions initiated and assignments received by recording Supervisor.

4. Any and all other information Supervisor deems pertinent.

5. Note weather condition at beginning of each eight hour tour on top of page.

6. Retain log book in personal possession for one year from its completion.

7. Chronologically, using one page, record days personally absent from duty, for whatever reason, other than those regularly scheduled.

1:4 RANK ESTABLISHED. Rank in the Department as established by Municipal Ordinance shall descend in the following order:

(1) Chief of Police

(2) Deputy Chief of Police

(3) Inspector

(4) Captain

(5) Lieutenant

(6) Sergeant

(7) Police Officer

1.4.1 Rank and Seniority. When officers are of the same grade they shall rank according to their seniority determined by time in rank. When two or more officers are appointed to the same grade on the same day, each shall rank according to his respective position on the eligibility list which determined the order of his appointment to that grade.

1:4.2 Rank and Intradivisional Service. When service within a division is rendered with the help of personnel from another division, the officer holding rank who is present for duty attached to the division receiving the service shall take precedence over an officer detailed in from another division even though this officer is of the same grade and holds seniority in that grade, unless otherwise directed by the Police Director or Chief of Police.

1.4.3 Rank and Specialized Services. When a service is rendered which is specialized in nature, the officer in charge of the specialized detail shall retain functional authority over the police officers of the specialized detail in the performance of the service even though an officer of equal or higher rank from another division is present.

1:4.4 Acting and Temporary Rank. Policemen assigned by proper authority to a position of higher rank in an acting or in a temporary capacity shall exercise the authority and assume the responsibility for the proper performance of duties vested in the higher position. They shall not alter or countermand any Order issued by the person whose place they temporarily occupy, except when the expediency of police business demands. Should they countermand any previous Order, they shall be held responsible.

1:4.5 Command through Seniority. When a superior officer assigns two or more policemen to special duty not accompanied by a superior officer, he shall designate the policeman senior in time of service to assume command, unless otherwise ordered.

New

1:4.6

INTRODUCTION

1:5.5

1:4.6 Interim Command Responsibility. During the absences of any commanding officer, the police officer designated to relieve him shall assume command and during that time becomes the commanding officer. Unless provision is made by competent authority the command automatically devolves upon the subordinate next in rank, or in seniority if of equal rank.

1:5 CIVILIAN EMPLOYEES. All civilian employees shall assist Department police officers in the accomplishment of the police function.

1:5.1 Civilian Employees Subject to Police Authority. Civilian employees shall be subject to the authority of the Director of Police, of the Chief of Police, and of the superior officer in charge of the bureau or unit or office to which they are assigned.

1:5.2 Civilian Employee Supervisors. Civilian employee supervisors are employees who by reason of Civil Service title or by special designation by the Director of Police may supervise other civilian employees and police officers.

1:5.3 Civilian Employee Supervisors and Police Officers. Civilian employee supervisors shall exercise functional supervision over police officers assigned within their bureau or unit, and be responsible for the police officer's compliance or non-compliance with *Department Rules and Regulations, Policies, and Procedures*, and matters concerned with a police officer's personnel administrative needs.

1:5.4 Rank for Chaplains and Surgeons. Rank is bestowed upon the Department Chaplains, the Surgeon and the Assistant Surgeon. Their orders shall be obeyed by all police officers and civilian employees of the Police Department. They shall be accorded the courtesies attendant upon their rank of Inspector.

1:5.5 Employees Bound by Department Directives. All Rules, Regulations and Departmental Procedures and Orders governing police officers shall also bind all civilian employees whenever applicable. Definitions of police officers and civilian employees appear in Chapter 2 of this Manual.

CHAPTER 2

DEFINITIONS OF TERMS

The terminology listed in this chapter has been defined to provide uniformity in usage and to clarify meanings when these terms are employed.

These terms have been divided arbitrarily into five categories as follows:

1. PERSONNEL
2. ORGANIZATIONAL
3. OPERATIONAL
4. COMMUNICATIONS
5. GRAMMATICAL

2.1 PERSONNEL DEFINITIONS.

2.1.1 Absence Leave (Leave of Absence). A period of absence during which time a police officer is excused from active duty and during which time he receives no pay, unless he is on:

- (1) Leave of absence for field training in the reserve corps of the United States.
- (2) Leave of absence to attend State or National Conventions.
- (3) Leave of absence while in Military Service (N.J.S. 38-23)

2.1.2 Annual Vacation. The annual leave granted to all members of the Police Department.

2.1.3 Appointment. The designation of a person by the appointing authority to fill any position within the Police Department.

2.1.4 Civilian Employee. Any person employed by the Police Department other than a police officer.

2.1.5 Command Officer. Police Officers of the Department holding the rank of captain or above.

2.1.6 Contagious Disease. Any infectious disease which is communicable from one person to another.

2.1.7 Discharge (Dismissal). The act of terminating the employment of a police officer or civilian employee. All said members shall hold office during good behavior, but may be removed for cause.

2.1.8 Death Leave (Death in Family). That period of time during which a police officer or civilian employee is excused from duty by reason of death occurring in his immediate family.

2.1.9 Extended Leave. A leave extending beyond the duration of time ordinarily granted as regular policy for a particular purpose.

2.1.10 Insubordination. Willful disobedience of any order lawfully issued by a superior officer, or any disrespectful, riotous, insolent, or abusive language, or action directed toward a superior officer.

2.1.11 Length of Service. The length of time an officer has served from the date of appointment less any unpaid leave of absence time, except leave for military purposes.

2.1.12 Members. All personnel sworn into the Department as police officers or as civilian employees.

2.1.13 Plainclothesmen. Policemen working in civilian clothes assigned to a Patrol Command whose principal duties are to investigate, report, enforce and eliminate vice, gambling and liquor violations and conditions.

2.1.14 Position. An official situation or a post of employment. A position is the embodiment of the duties and responsibilities assignable to one police officer of the Department by the Police Director. Proper reference to the term "position" is made to the work to be accomplished rather than to the worker who performs the task. For example, a precinct commander is the position and does not refer to the captain by name who is in charge of the precinct.

2.1.15 Promotion. The advance in the employment status of a police officer or civilian employee to a position of greater responsibility or higher job classification.

2.1.16 Rank. Each class of police officer as defined by the titles in descending order as follows:

- (1) Chief of Police
- (2) Deputy Chief
- (3) Inspector
- (4) Captain
- (5) Lieutenant
- (6) Sergeant
- (7a) Patrolman
- (7b) Policewoman

2.1.16.1 Acting Rank. The capacity in which a police officer or a civilian employee serves temporarily without pay in a position, usually of higher rank and not with the ordinary parview of his duties and responsibilities. All the authority together with the duties and responsibilities of the higher position de-

volve upon the person who serves in an acting rank.

2:1.16-2 Temporary Rank. A police officer or a civilian employee serving temporarily in a position of higher rank with pay commensurate with the higher rank. At the authority and the attendant responsibilities, and duties of the higher rank are vested in the temporary rank.

2:1.17 Seniority. Established first by virtue of rank and secondly by the aggregate time served in rank. Where conflict occurs because of identical time of service or date of appointment, the member of the Department with the longest aggregate time served in the next lower rank is deemed to hold seniority. In situations requiring decision making or the exercise of control among members of equal rank, it shall be incumbent upon the member holding seniority to take charge, unless directed otherwise by a member of higher rank.

2:1.18 Sick Leave. The period of time during which a member of the Department is excused from active duty by reason of illness or injury.

2:1.19 Standard-bearer. The head or leader of a movement or organization whose name is set forth in its title and placed upon its standards.

2:1.20 Supervisory Officer. A member assigned to a position requiring the exercise of immediate supervision over the activities of subordinate members of the Department.

2:1.21 Superior Officer. A police officer holding a higher rank than that of patrolman.

2:1.22 Suspension. The act of temporarily relieving a police officer or a civilian employee from performing his duties as a consequence of alleged dereliction of duty, of other violation of *Department Rules and Regulations* or violation of a federal or state law or a municipal ordinance.

2.2 ORGANIZATIONAL DEFINITIONS.

2:2.1 Bureau. A unit immediately subordinate to a division.

2:2.2 Chain of Command. The unbroken line of authority which extends from the Director of Police through a single subordinate at each descending level of command to the level of execution.

2:2.3 Command. Either a written or an oral directive issued by a superior officer or other supervisor to any subordinate or group of subordinates in the performance of the police task.

2:2.4 Department. The Police Department of the City of Newark, New Jersey.

2:2.5 Detail. A subdivision of a Division, Bureau, Section, Squad or Unit, the personnel of which are assigned to a specified task.

2:2.6 Detective. A police officer assigned to a unit engaged in investigative work. This designation is an assignment and does not constitute a permanent

status.

2:2.7 District. A geographical area designated for the purposes of investigation, supervision or patrol.

2:2.8 Division. An organizational unit embracing the subdivision, the bureau, and the section, whose assigned personnel are grouped collectively under one head to accomplish a specified police purpose, and whose commanding officer reports directly to the Chief of Police.

2:2.9 Headquarters. The main police building from which Police Department executive control is directed and administered.

2:2.10 Official Channels. The established route of travel for authority, responsibility, directions, orders, and written or oral communications up and down the chain of command.

2:2.11 Post. A fixed point or location to which a police officer is assigned for duty and/or a geographical area of variable size within a district to which one or more police officers are specifically assigned for patrol, investigative or traffic purposes.

2:2.12 Section. A functional unit which may be a sub-unit of a bureau, or division. A sergeant or superior officer of higher rank may command it depending upon its size and upon the nature and importance of its function.

2:2.13 Squad. A unit composed of a grouping of police officers assigned to a tour of duty controlled by a common grouping of duty hours. A squad may also refer to a functional unit performing police operations.

2:2.14 Straight Post. A length of street, or streets as contrasted to an area specifically designated for patrol purposes.

2:2.15 Table of Organization. A table listing the police ranks from the Chief of Police through all ranks, and from the Director through all civilian positions, permanent and temporary that are filled or unfilled. This table reflects the authorized quota and the present personnel strength.

2:2.16 Unit. A number of police officers or civilian employees regularly grouped together under one head so as to accomplish a police purpose.

2:3 OPERATIONAL DEFINITIONS.

2:3.1 Admitting to Bail. The release of an accused upon the posting cash or bond which will insure his presence in court when required.

2:3.2 Arrest. The taking of a person into the custody of the law in order that he may be held to answer for a criminal offense or be prevented from committing one.

2:3.3 Auto Patrol (Patrol Wagon). A vehicle dispatched from a designated fixed location and used for the transportation of prisoners, for the removal of sick and injured persons when necessary, and for

the movement of police in the necessary performance of duty

2:3.4 Bail. The cash, securities, or other acceptable recognizance deposited for an offense for which bail is permitted. Such recognizance when accepted shall temporarily release the prisoner from custody pending a hearing or trial.

2:3.5 Bail Bond. The promise in writing, which guarantees the appearance of the defendant in a designated place at a specified time when he shall submit himself to the jurisdiction and judgment of the court. Failure to appear will result in the forfeiture of the bail and the issuance of a warrant.

2:3.6 Beginning of Day and Week. The police service day for purposes of record shall begin at 12:01 A.M. hours and shall end at midnight. The police service week for purposes of record shall begin at 12:01 A.M. hours each Sunday.

2:3.7 Child. A person of either sex under the age of (10) ten years.

2:3.8 Command.

(1) A sub unit of the Police Department or the Department itself which is placed under the direct supervision of a superior officer of command rank.

(2) An order or a direction requiring compliance.

2:3.9 Command Supervision. That exercise of authority and control over an organic unit by a commanding officer who is responsible for the proper performance of its activities.

2:3.10 Commanding Officer. A police officer assigned to exercise command over an organic unit.

2:3.11 Complaint. A written statement of the essential facts constituting the offense charged shall be made upon oath before any magistrate or other person empowered by law to take complaints. R.R.3.2-1

2:3.12 Complainant. One who commences a legal action by the process of a complaint. The complainant shall also designate the person who became the victim of a crime.

2:3.13 Competent Authority. That certification of judgment which is accepted as qualified and decisive.

2:3.14 Criminal Offense. Any act or any failure to act which is contrary to or which attacks the peace, tranquility and/or dignity of the State. Any act or any failure to act which has been defined as a crime, an offense, a violation or any other similar term which has been defined by enactment of the Federal or State legislature or by the City Council of the City of Newark, New Jersey.

2:3.15 Desk Blotter. A record maintained in the handwriting of designated superior officers to record chronologically the duty assignments, activities and developments affecting members of a command.

2:3.16 Duty. The embodiment of the requirements of the police calling that a police officer must fulfill

by reason of the (sworn) oath of office he has taken

2:3.17 Felony at Common Law. Each of the following: arson, burglary, murder, manslaughter, rape, robbery and sodomy.

2:3.18 In Service. A status assigned to personnel in motor patrol cars and other police vehicles indicating that members of the Department and their vehicles are present and available for assignment.

2:3.19 Juvenile. Any person of either sex under the age of 18.

2:3.20 Minor. Any person of either sex under the age of 21.

2:3.21 Missing Persons. A person who has been reported missing from a Newark residence and is either

(1) Under 18 years or

(2) 18 years and over, and

(a) Is mentally or physically afflicted to the extent that hospitalization may be required, or

(b) Is a possible victim of drowning, or

(c) Has indicated an intention of committing suicide, or

(d) Is absent without apparent reason under circumstances indicating involuntary absence.

The term "Missing Person" shall not apply to persons

(1) For whom warrants have been issued

(2) Wanted for commission of a crime

(3) 18 years or over who voluntarily leave home because of domestic, financial or other reasons

2:3.22 Neglect of Duty. Failure to give suitable attention to the performance of duty. Examples include but are not limited to: The failure to take appropriate action on the occasion of a crime, disorder, or other act or condition requiring police attention, absence without leave, failure to report for duty at the time and place designated; unnecessary absence from post during tour of duty; failure to perform duties prescribed and failure to conform to Department operating procedures.

2:3.23 Officer in Charge. A police officer assigned to and designated as being in charge of any office, detail or situation.

2:3.24 Off Duty. The duty status of a member of the Department during authorized leave when he is free from the responsibility of performing his specified routine duties.

2:3.25 Off the Air. A status assigned to radio equipped police vehicles indicating that the police vehicle and its occupants are in service but not presently available to receive radio communication.

2:3.26 On the Air. A status assigned to radio

equipped police vehicles indicating that the vehicles and occupants are in service with radio equipment that is in operation.

2:3.27 On Duty. The duty status of a member of the Department when he is actively engaged in the performance of his assigned duties during designated hours of the day.

2:3.28 Out of Service. A status assigned to personnel in motor patrol cars and other police vehicles indicating that the members and their vehicles are not available for assignment.

2:3.29 Probable Cause. Reasonable grounds for suspicion supported by circumstances sufficiently strong in themselves, to warrant an ordinary reasonable man in the belief that an offense is being or has been committed. Probable cause constitutes more than mere unfounded suspicion but amounts to less than proof.

2:3.30 Procedure. The official method of dealing with any given situation prescribed by the Rules and Regulations or by other orders.

2:3.31 Property Defined. Property as used in *New Jersey Court Rule 3:2A* which includes documents, books, papers and other tangible objects.

2:3.32 Radical Group. A political group advocating radical and sweeping changes in laws and methods of government with the least delay.

2:3.33 Search Warrant Regulations. A required working knowledge of the rules relating to search warrants contained in *Rule 3:2A-1* et. seq. as found in the *Law Manual* possessed by all police officers.

2:3.34 Secure Place. A particular location free from risk or danger, confidently safe for possession or keeping.

2:3.35 Special Duty. A police service the nature of which requires that the member of the Department perform a special police function other than a regular police duty.

2:3.36 Squadrol. A vehicle used for the purpose of patrol and for the transportation of prisoners or other persons and evidence.

2:3.37 Stolen Car List. A list containing registration plate numbers of vehicles stolen within the City of Newark and the surrounding communities.

2:3.38 Subpoena Defined. A writ or order directed to a person and requiring his attendance at a particular time and place to testify as a witness.

2:3.39 Subpoena Duces Tecum Defined. Commands a person to attend court and produce a pertinent book, paper, document or other object as designated therein.

2:3.40 Subversive Group. Any group cited by the United States Attorney General as being subversive. Generally these groups are dedicated to movements designed to destroy and overthrow the governmental structure.

2:3.41 Summons Defined. A writ directed to the Sheriff or other proper officer, requiring him to notify the person named that an action has been commenced against him in the court of issue and that he is required to appear on the day named to answer the complaint in such action.

2:3.42 Task. An assigned piece of work. Police tasks are performed in various degrees by police officers of all ranks, from patrolman to chief including all grades of civilian employees.

2:3.43 Tour of Duty. A designated space of time within a 24 hour period during which members of the Department are actively engaged in the performance of their assigned duties.

2:3.44 Unidentified Person. A person who has been the subject of an aided case and one who is:

(1) Unable to identify himself at a time when such information cannot otherwise be determined or,

(2) Confined in a shelter or in a hospital at a time when his relatives or friends cannot be located at his given address.

(3) Actually or apparently under 18 years and who refuses to identify himself, or to give his home address or,

(4) Confined to police custody and who has no identification on his person and who refuses to give pertinent information.

2:3.45 Warrant Defined. A writ or order issued by a magistrate, justice, or other competent authority, addressed to a sheriff, constable, or another officer, requiring him to arrest the body of a person therein named, and to bring him before the magistrate or court, to answer or to be examined, touching on some offense he is charged with having committed.

2:3.46 Work Day. The day in which a member of the Department is directed to perform his duties. In cases where such member is detailed to hours of duty which consecutively cover portions of two successive days, the following rule applies:

When a police officer or civilian employee is directed to begin work before 10 00 P.M., the day that he begins work shall be considered to be his "work day." When the member is directed to begin work at or after 10 00 P.M. the following day shall be considered to be his "work day."

2:4 COMMUNICATIONS.

2:4.1 Daily Bulletin. A publication issued by the Record and Identification Bureau at 8 00 A.M. each morning reporting all the important incidents that took place during the preceding 24 hours.

2:4.2 Enforcement Bulletin. A publication issued periodically by the Department containing statistical information about criminal activity so that police officers will become familiar with the hazards in a given area, and make it possible for them to become particularly attentive in their efforts in taking reme-

d al action.

2:4.3 General Order. A written directive issued to announce the adoption or revision of policies and to direct procedures for the indefinite future. The General Order may

- (1) Institute permanent procedures, rules and policies
- (2) Effect permanent changes in the organization.
- (3) Install permanent programs which affect more than one unit subordinate to the issuing authority
- (4) Install permanent personnel policies and procedures to include recruiting, hiring, training and promotion programs.
- (5) Establish programs for the use of public facilities and equipment and for the expenditure of public funds.

2:4.4 Memorandum. A publication issued that is informative in nature. A memorandum serves

- (1) To disseminate information or instruction which does not warrant a formal order.
- (2) To explain or emphasize portions of orders previously issued.
- (3) To inform police officers and civilian employees of actions and policies of other agencies.

2:4.5 Memorandum Book. A pocket sized notebook carried by all police officers to record official actions taken and to maintain an inventory of stolen car registration numbers.

2:4.6 Order.

- (1) A written or oral directive issued by a superior officer to any subordinate or group of subordinates in the course of police duty.
- (2) A command requiring compliance

2:4.7 Personnel Order. A written directive to announce

(1) The appointment of new personnel

(2) The assignment or transfer of police officers and civilian employees from one unit to another

(3) A promotion or a demotion

(4) Suspension, dismissal and restoration to duty

(5) The termination by resignation, by retirement, or by death

(6) A commendation.

(7) Other subjects of general interest to personnel

2:4.8 Report. A written or oral communication relating to police matters.

2:4.9 Rules and Regulations. Department standards and guides which enable the Department to achieve a state of consistency in its operations.

2:4.10 Special Order. A written order issued to direct procedures which are of a self-canceling nature and which guide the actions of subordinates in specific situations or circumstances.

2:4.11 Training Bulletins. Publications by the Department designed to keep police officers abreast of current police techniques and procedures.

2:5 GRAMMATICAL TERMS.

2:5.1 Gender. Distinction according to sex. When the masculine gender is used alone in this Manual or in any Department procedure or order, members shall understand that the feminine gender is also intended when applicable.

2:5.2 Immediately. A terminology construed to mean "as soon as possible" and "forthwith", "without delay"

2:5.3 May. The auxiliary verb form to indicate that the action taken is permissive or possible.

2:5.4 Shall/Will. Verb forms to indicate that the action required is mandatory.

CHAPTER 3

GENERAL CONDUCT

3:1 DEPARTMENT.

3:1.1 Conduct in Public and Private. Police officers in both private and public lives shall conduct themselves so as to avoid impugning the reputation of the Department. They shall maintain the dignity and integrity of their office through the exemplary obedience to all Rules and Regulations, the maintenance of respect for the welfare and rights of all citizens, the courteous and objective enforcement of laws without favor or prejudice, and the recognition that police service is a public trust requiring dedication to ideals and ethics of the highest degree.

3:1.2 Loyalty and Cooperation.

3:1.2-1 Loyalty. Police officers shall be loyal to the Department and to fellow police officers as is consistent with the law, good order, and proper discipline.

3:1.2-2 Cooperation. Police officers shall render cooperation to the fullest degree in conducting the business and the affairs of the department.

3:1.2-3 Efficiency and Cooperation. The efficiency of the Department devolves on cooperation among all ranks, divisions, and subdivisions. The deliberate withholding of cooperation which impairs the achievement of department objectives, or an evasion of responsibility, or a delay in taking necessary action, shall subject the offending members of the Department to disciplinary action.

3:1.2-4 Demonstration of Respect. Police officers and civilian employees shall demonstrate respect toward superior officers, toward subordinates and associates. When on duty, superior officers shall be addressed by rank.

3:1.2-5 Derogatory Reference. Police officers and civilian employees shall not by manner, gesture, or speech, criticize or make derogatory reference to Department orders or instructions either to the public or to other members of the Department.

3:1.2-6 Political and Religious Discussion. Police officers and civilian employees shall not engage in political or religious discussions to the detriment of discipline.

3:1.2-7 Disparaging Nationality, Race or Creed. Courtesy and civility toward the public is required of all members of the Department. Members shall not use words such as "nigger," "boy," "backboy," "spic," "wop," "kike," or similar words which humiliate, disparage, demean, degrade, ridicule or insult a person because of his or her race, creed, color, na-

tional origin or ancestry.

3:1.2-8 Censuring Official Transaction. Unless in accord with official duties, police officers and civilian employees shall not, either in writing or discussion, censure other Department members concerning official transactions within the Department.

3:1.2-9 Report of Crime. Police officers shall report as soon as possible to the proper command, when their attention is alerted to crime, suicide, fire, unusual emergency events or to information and occurrences of which the Department takes cognizance. Police officers withholding information for any reason shall be subject to Department disciplinary charges.

3:1.2-10 Knowledge of Crime. Police officers shall not withhold knowledge of crime, but shall communicate the information to their Command or to Police Headquarters at once. This requirement shall not be construed as meaning that police officers should defer taking proper police action if failure to act would tend to defeat the ends of justice.

3:1.2-11 Interdivisional Cooperation. Special delegation to a particular division of the Department for the enforcement of certain laws and ordinances does not relieve police officers of other divisions from the responsibility for taking prompt and proper police action relative to violations of any law or ordinance observed by them or coming to their attention.

3:2 CONDUCT AND DUTY OF MEMBERS.

3:2.1 Duty Requirement. Police officers shall be always subject to duty even when periodically relieved from regularly scheduled duty.

3:2.2 Responsibility of Police Officers. Police officers shall be responsible for the duties assigned them and for their strict adherence to the *Rules and Regulations*, to written Directives, to Procedures and to all lawful verbal Orders.

3:2.3 Responsibility for Own Actions. A police officer is responsible for his own actions or omissions. He may not submit as an excuse or justification for an action or for an omission to a Rule and Regulation, to an Order, or to a Directive, that his action or inaction resulted from the advice or suggestion of another person. This rule holds whether this person is connected with the Department or not. On the other hand, this Rule does not apply when he acts to carry out the Order of an officer of higher rank, in which case the responsibility for issuing Orders or Directives shall be assessed against the officer of higher rank.

3:2.4 Conflicting Orders. In the event that a police officer receives an order from a superior officer that he knows to be in conflict with the Rules and Regulations, he shall respectfully call this to the attention of the superior officer. If he persists in his order, the subordinate should obey it. The superior officer must then assume the responsibility for the consequences. No police officer shall be held responsible for disobeying any order which is criminal in nature or violative of any law.

3:2.5 Lawful Orders. Police officers and civilian employees shall always respond to the lawful orders of superior officers and to other proper authority.

3:2.6 Assistance to Citizens. Police officers shall promptly assist citizens when requested and shall take proper police action whenever required.

3:2.7 Knowledge of Laws and Regulations. Police officers shall equip themselves with knowledge found in the:

- (1) New Jersey laws
- (2) Newark City Ordinances
- (3) New Jersey Court Rules
- (4) *The Newark Police Department Manual of Rules and Regulations*

(5) Federal Laws

3:2.8 Assigned Duties. Police officers of the Department shall be held responsible for the proper performance of the duties assigned to them.

3:2.9 Outside Employment. Police officers shall devote their entire time to the service of the Department. All police officers are prohibited from participating in any other occupation, endeavor, calling or employment. In special cases, however, permission to engage in another occupation, endeavor, calling or employment of a non-hazardous nature may be obtained from the Police Director.

3:2.10 Use of Private Automobile. A superior officer may authorize a member to use his privately owned automobile while on duty providing the member voluntarily agrees to use his car and is willing to assume the personal expenses for the operation of his car to convey him.

- (1) From his command to a place of assignment
- (2) From a place of assignment to a place of reassignment
- (3) From a place of assignment or reassignment to his command

This Rule shall not be construed as permission for members to patrol on post in private vehicles.

CHAPTER 4

OUTSIDE ACTIVITIES

4:1 POLITICAL ACTIVITY.

4:1.1 Voting Privilege. Members are encouraged to exercise their voting privilege in all elections.

4:1.2 Participation Limitation. Police officers shall not actively engage in political events unless first granted a leave of absence from the Department by the Police Director.

4:1.3 Soliciting Prohibited. Police officers or civilian employees shall not solicit money or other items of value from any person, committee, or association for political purposes.

4:1.4 Political Discussion. Police officers or civilian employees shall not discuss politics when the discharge of police duty is directly or indirectly concerned.

4:1.5 Duty at Political Meetings. Police officers on duty in or about a place used for political meetings shall not comment on the views expressed by the speakers.

4:1.6 Election to Public Office. The restriction against public expression of political views shall not apply to any police officer of the Police Department who is elected to any public office created under the rules of the New Jersey Constitution, (R.S. 11 24A-7 Laws of 1942), or to a police officer who has been granted a leave of absence without pay prior to such election as authorized in R.S. 11 24A-6.1 Laws of 1946.

4:2 AFFILIATION WITH OUTSIDE ORGANIZATIONS.

4:2.1 Affiliation with Certain Organizations Prohibited. Police officers shall not join any fire or auxiliary corps nor first aid unit, nor shall they affiliate themselves with any organizations whose constitution embraces provisions which might in any way exact prior consideration and prevents the proper and efficient functioning of the Department. Permission to belong to any such organization must first be obtained from the Director of Police. This prohibition does not apply "to the active military or naval service of the United States or of this state, in time of war or an emergency, or for or during any period of training, or pursuant to or in connection with the operation of any system of selective service." *Source New Jersey Statutes* 3B 23.4

4:2.2 Standard-bearer. Police officers shall not act as the standard-bearer of any organization.

4:2.3 Affiliation with Radical Groups. No police

officer or civilian employee except in the discharge of police duties, shall knowingly associate with, or have any dealings with any person, or organization which advocates, or which is instrumental in fostering hatred or prejudice, or oppression, against any racial or religious group.

4:2.4 Subversive Organizations. Police officers or civilian employees shall not knowingly become members, or otherwise become connected with any subversive organization on the list of the U.S. Attorney General's Office, except when necessary in the performance of duty and then only under the direction of the Police Director or the Chief of Police.

4:2.5 Association with the Criminal Element. Except in the discharge of police duties, police officers shall not knowingly associate with, or have any dealings with criminals, racketeers, gamblers, persons of ill repute, or persons otherwise engaged in unlawful activities.

4:2.6 Obscene, Immoral or Offensive Material. Except in the discharge of police duty, police officers shall not knowingly write, print, copy, distribute, transport, store, or possess any writings, records, recordings, or pictures which contain obscene, immoral, offensive, or defamatory matter.

4:3 TESTIMONIALS.

4:3.1 Tendering of Testimonials Prohibited. Police officers shall not accept, from any person, organization or group, testimonials of any kind because of their employment with the Police Department, or because of the performance of any police service, without permission from the Police Director.

4:3.2 Testimonials for Advertising Prohibited. Police officers shall not give testimonials, nor permit their names or photographs in uniform to be used for advertising purposes, without permission from the Police Director.

4:3.3 Name for Promotional Enterprise. Police officers shall not allow the use of their names at any fair, festival or exhibition for the purpose of selling tickets or for setting up or promoting a raffle or gift enterprise without permission from the Police Director.

4:3.4 Misuse of Official Position. Police officers shall not use their official position to solicit special privileges for themselves or others.

4:3.5 Identification as Police Officer. Police officers shall identify themselves by displaying the official badge or identification card before taking police action. When the officer's identity is obvious

or when circumstances do not permit, officers are not required to comply with this rule

4-4 LEGAL RESPONSIBILITY.

4.4.1 Expert Testimony. Police officers of the Department unless legally subpoenaed shall not give expert testimony against the interests of the City in any litigation to which the City is a party

4.4.2 Legal Action Against the City. Police officers legally subpoenaed to testify in an action against the interests of the City shall notify their commanding officers forthwith relating their status in the case.

4.4.3 Expert Testimony in Criminal Cases. Police officers shall not give expert testimony for defendants in criminal cases without first notifying the Chief of Police

4.4.4 Subpoena by Defense in Criminal Case or as Witness in Civil Case. Police officers who are subpoenaed as witnesses for the defense in criminal cases, or as witnesses in civil cases in which the City is a defendant shall so advise their commanding officer immediately. Commanding officers shall then notify the Prosecutor's Office or Corporation Counsel's Office by way of official channels through the Chief of Police

4.4.5 Subpoenaed During Tour of Duty. When subpoenaed or summoned to appear in any proceeding during his working tour of duty, a police officer shall immediately notify his command in writing so that his commanding officer may take appropriate action to cover his detail, assignment, or other responsibility

4.4.6 Subpoenaing or Summoning. Whenever Department members are summoned or subpoenaed to appear before

(1) A legally constituted investigative body with subpoena powers

(2) A judicial tribunal with subpoena powers, or comparable agencies

(3) A legally constituted hearing board for the purpose of inquiring into the activities or operations of individual Department police officers or of the Department itself

They shall appear before, cooperate with and render every aid and assistance to such body, tribunal or agency, and prior to such appearance notify their commanding officer submitting a duplicate report, the original of which, shall be forwarded through channels to the Office of the Police Director

4.4.7 Request to Appear. The law requires police officers to appear in response to a summons or subpoena. A request to appear before a legally constituted governmental body whether the requesting agency has subpoena powers or not shall be complied with providing the police officer first obtains permission from his commanding officer. He then shall proceed to give aid and assistance in accord with the Rules and Regulations guiding his conduct in giving testimony

4.4.8 Request to Appear on Short Notice. When a police officer receives a "request" on short notice and there is insufficient time for him to submit a report, then he shall notify his commanding officer immediately, by whatever means possible

4.4.9 Application for Warrant for Assault on Police Officers. A police officer may not apply for a warrant for any assault upon himself without first reporting the case in writing through his commanding officer to the Chief of Police, and obtaining from him permission to apply for such warrant. However this prohibition may be waived if the delay will prevent the ends of justice from being served. In no such case shall the aggrieved police officer be permitted to serve such warrant

4.4.10 Police Action in Civil Matters. Police officers shall not become personally involved in the civil matters of other persons or in the actions and disputes of other persons, unless so as to prevent a breach of the peace

4.4.11 Adjudication in Civil Matters. Police officers shall not attempt to adjudicate civil disputes or to give legal advice in civil matters

4.4.12 Breach of the Peace. Police officers shall act to prevent breach of the peace or disturbance which may grow or has grown out of a civil dispute.

4.4.13 Service of Civil Process. Police officers shall not serve civil process, other than that initiated by the City

4.4.14 Civil Action for Compensation. Police officers planning to institute civil action for compensation arising out of damages, or out of injuries sustained while engaged in police duty prior to instituting proceedings, shall submit a formal report to the Chief of Police with complete facts concerning the incident.

4.4.15 Personal Injury or Property Damage Compensation. Police officers shall not accept or agree to accept anything as payment for personal injury or property damage incurred in the line of duty without first notifying the Chief of Police

CHAPTER 5

STANDARDS OF CONDUCT

5.1 Demeanor

5.1.1 Conduct. Police officers must bear in mind that they symbolize the dignity and authority of the City and State and shall conduct themselves in a manner that will not bring discredit, ridicule, or criticism to the Department.

5.1.2 Language. Police officers shall refrain from the use of indecent, profane, uncivil or threatening language, regardless of provocation.

5.1.3 Leniency. Police officers shall not permit fear, favoritism or sympathy to sway them to illegal leniency or to neglect of duty.

5.1.4 Performance. Police officers shall never place themselves under special obligation to any person who might affect the proper discharge of their duties. They shall remain free to perform their duties without hesitation at all times.

5.1.5 Police Image. Police officers shall bear in mind that they symbolize the dignity and the authority of the City of Newark and the State of New Jersey, and that they are the representatives of the law to whose lawful demands all must submit, unless otherwise provided by law, and that such submission can be compelled when necessary.

5.2 Appearance

5.2.1 Cleanliness. Police officers reporting for duty shall be neat and clean in appearance and their equipment shall be carried according to regulations.

5.2.2 Uniform. Police officers shall conform to all regulations set forth for the wearing of the uniform.

5.2.3 Civilian Clothing. Unless otherwise directed, police officers assigned to work in civilian clothing shall present a neat and clean appearance. Their clothing shall be of a conservative nature. Police-women assigned to duty in civilian clothing shall dress conservatively and in a neat and clean manner.

5.2.4 Packages and Bundles. Police officers in uniform shall not carry packages or bundles except when necessary to accomplish a police purpose in the actual

performance of duty.

5.2.5 Smoking. On duty police officers while in uniform and in the public view shall not use either tobacco or chewing gum in any form. Uniform police officers on street duty or in police vehicles are permitted to smoke during the period between darkness and 6:00 A.M., but they shall exercise discretion when conditions warrant, or when there is unusual activity. No police officer whether in uniform or civilian clothes shall smoke while engaged in actual police duty.

5.2.6 Newspaper Reading. Police officers shall not read newspapers, magazines or books while in uniform and in public view except when it is necessary to do so in the discharge of their duties.

5.3 Behavior

5.3.1 Punctuality. Police officers shall be punctual in reporting for duty.

5.3.2 Response to Call. Police officers or civilian employees shall respond promptly to every call to duty. They shall endeavor to provide the public service that is necessary under all circumstances in which the Department has jurisdiction.

5.3.3 Games of Chance. Police officers or civilian employees shall not engage in illegal games of chance or any form of gambling within any Department building nor at any other place.

5.3.4 Duty Time. Police officers while on duty shall devote their full time to the service of the Department.

5.3.4-1 Loafing on Duty. Sleeping, idling, and loafing while on duty are prohibited, and any police officer

or civilian employee found guilty of such misconduct shall be subject to neglect of duty charges.

5.3.4-2 Entering Buildings While on Duty. Police officers on duty shall enter a building only in the performance of police duty. This ruling does not prohibit police officers from entering a building briefly in order to eat.

5.3.4-3 Entering Disorderly Houses. No police officer may enter any suspected place of gambling, any house of prostitution or any place of illegal activity unless engaged in proper police duty.

5.3.4-4 Leaving Assigned Post. Police officers who must leave post or assigned duty areas in order to eat shall obtain permission from their immediate superior officer to do so.

5.3.4-5 Team Assignments. Police officers assigned

with partners shall not eat at the same time unless permission is granted by their superior officer.

5.3.5 Bound by Duty. Police officers shall always bear in mind that regardless of rank or of assignment they are policemen and that they are required to act accordingly.

5.3.6 Leaving City When on Duty. Police officers on duty are forbidden to leave the City except:

(1) When an emergency situation arises or

(2) When permission of their commanding officer or other competent authority has been granted.

5.3.7 Business Cards. Police officers are prohibited from using business cards of any description unless approval is first obtained from the Chief of Police. The Chief of Police may delegate this authority to a divisional commander.

5.3.8 Expenses. Police officers shall promptly submit bills to their commanding officer itemizing expenses necessarily incurred in connection with their official duties. The commanding officer shall sign these bills certifying that the expense was properly authorized.

5.3.9 Contract or Purchase. Police officers shall neither make nor enter into any contract, nor purchase any articles for the use of the Department at Department expense without first obtaining the authority to do so by the Chief of Police.

5.3.10 Emergency Purchases. The Chief of Police may authorize a police officer to make a purchase when the need arises out of an emergency, and at a time when the Administrative Officer is not immediately available.

5.3.11 Requisition of Supplies. Police officers may obtain stationery and office supplies only upon the submission of a requisition that has been properly executed by them and that has been approved by their commanding officer.

5.3.12 Equipment Repairs. Police officers shall not repair any signal box or mechanical or electrical equipment unless they are specifically assigned to the task.

5.3.13 Defective or Damaged Equipment. Police officers shall report defective or damaged City equipment observed by them to their commanding officer.

5.4 ORDERS

5.4.1 Obedience to Orders. Police officers or civilian employees shall promptly and fully obey any lawful order directed to them by a superior officer.

5.4.2 Issuance of Unlawful Orders. Supervisory or command officers shall not knowingly issue any order which violates Federal or State Laws, or City Ordinances, or which violates the intent of the Department Rules and Regulations.

5.4.3 Right of Subordinates to Disobey. A police officer subordinate in rank is not required to obey any order which violates a Federal, or State Law, or City Ordinance. However, the subordinate must justify

his refusal to obey.

5.4.4 Receipt of Unlawful Orders. A police officer subordinate in rank who receives an unlawful order shall inform the issuing person that the order is unlawful and if the unlawful order is not rescinded, the receiver shall submit a written account of the matter to his commanding officer. The commanding officer in turn shall forward the report to the Chief of Police accompanied by his recommendations for disposition.

5.4.5 Manner of Issuing Orders. Superior officers shall issue orders in clear and understandable language that is civil in tone and pursuant to Department business.

5.5 INFORMATION

5.5.1 Aiding or Abetting. Police officers shall not communicate any information, direct or indirect, verbal or in writing, which may tend to defeat the ends of justice. Neither may they impart information which would assist persons to escape arrest or punishment, or which would permit these persons to dispose of any money or goods unlawfully obtained.

5.5.2 Compromising Arrangements. Police officers shall not be concerned, either directly or indirectly, in making any compromise or arrangement between thieves or other criminals, or to persons who have suffered from their acts, with a view toward permitting the offenders to escape arrest and punishment as provided by law. Any police officer failing to report such arrangement immediately to his commanding officer shall be deemed guilty of violating this rule.

5.5.3 Gifts, Gratuities, and Rewards. Police officers

are forbidden to solicit, receive, or accept a reward, a gratuity or other gift of any kind, either by direct or indirect means, in connection with any official duty or act, without first having obtained permission from the Director of Police.

5.5.3.1 Procedure for Receiving Gifts. When a gift or reward of any description is tendered to a police officer, it shall be deposited immediately with the Director of Police after it has passed through proper channels. An "Administrative Submission" DP1 1001 shall accompany the gift or reward explaining the attendant circumstances. The commanding officer shall state whether he believes that the facts as stated are true, and shall recommend approval or disapproval.

5.5.3.2 Presents from Other Police Officers. Police officers are forbidden to receive or accept presents

from other police officers unless permission has been granted by the Director of Police.

5:5.3-3 Persons in Custody. Police officers or civilian employees shall not loan to, nor shall they borrow, or accept a gratuity, or make a purchase of personal property from any person in custody.

5:5.4 Private Use of Department Address. Police officers or civilian employees shall not use the Department mailing address for private purposes. They shall not use the Department address or any motor vehicle registration certificate or driver license.

5:5.5 Official Business. Police officers or civilian employees shall treat the official business of the Department as confidential. This Rule does not prohibit the reporting of official business to persons entitled to receive it, or the release of information at the discretion of a commanding officer.

5:5.6 Cooperation with the Press. Police officers, who are in control of a crime scene, or who are responsible for conducting an investigation, may supply information and may cooperate with the working press to an extent which is consistent with sound police practice and which will not jeopardize investigative progress. In cases involving an accusation against a police officer or the discharge of a revolver by a police officer, police officers shall render cooperation in accord with Department policy as authorized in a General Order.

5:5.7 Privileged Information. Police officers shall not make statements to news media, either directly or indirectly, concerning a defendant's alleged confession or incriminatory admissions, or reveal information concerning the defendant's criminal record, either of convictions or arrests, before and during a criminal trial. Police officers' violation of this Rule are subject to disciplinary action under the Department Rules and Regulations and face possible indictment under the laws of the State of New Jersey.

5:5.8 Sex Offense Victims and Juveniles. Police officers shall not disclose the identity of a juvenile delinquent, a neglected child, or a victim of a sex crime other than to competent authority.

5:5.9 Roster Information. The Department roster, listing the names of all police officers or any portion thereof, shall not be given to any individual, firm or corporation unless permission is first obtained from the Police Director.

5:5.10 Addressing the Public. Police officers shall obtain authorization from the Chief of Police before delivering addresses at public gatherings concerning the workings of the Department. Police officers must also obtain such authorization before they make statements for publication concerning the plans, policies, or affairs of the administration of the Department.

5:5.11 Physician's Report. Police officers shall not divulge any information contained in a physician's report other than to competent authority.

5:5.12 Identity of Physician. Police officers shall not divulge except to competent authority, the identity of a physician making such a report nor permit a police officer of the Department not directly concerned with the case to examine such reports, documents, books or records in which the name of the physician might appear.

5:5.13 Physician's Identity Omitted in Press Releases. Police officers receiving information from members of the medical association must omit the names of physicians from any report given to newspapers.

5:5.14 Confidential Identity. Police officers shall not divulge the identity of persons who seek to aid the Department through furnishing information voluntarily when these persons request that such identity not be made public.

5:5.15 Privileged Identity. Police officers shall not reveal the name of any person who complains that another person has violated the law except:

- (1) When police officers must be guided by the due process of law
- (2) When investigating police officers find it necessary to do so in the performance of duty

5:6 DEBTS

5:6.1 Obligation. Police officers shall promptly pay all their just debts and meet all their legal liabilities.

5:6.2 Indebtedness to Police Officers. Police officers shall not borrow money, securities or property or otherwise become indebted to other Department police officers unless permission is granted by the Chief

of Police

5:6.3 Endorsement. Police officers shall not endorse any note or paper whereby such police officers may obligate themselves for its payment, or who otherwise may assume responsibility for the payment of the debts of others.

5:7 TELEPHONE BEHAVIOR

5:7.1 Response to a Telephone Call. A police officer answering a telephone call shall promptly respond by first giving his command, his assignment, his rank or title, and his surname in that order.

5:7.2 Initiation of Telephone Calls. A police officer initiating a telephone call shall identify himself to the responding party by giving the name of the command to which he is assigned, his rank or title, and his surname, before he begins conversing.

57.2-1 Local Calls. Police officers may use Department telephones to make local calls on official business without first seeking the consent of a superior officer or first notifying the telephone operator.

57.2-2 Calls beyond Local Area. Police officers may call beyond the extended Newark area on official business, but they shall first obtain the consent and approval of a superior officer. When a superior officer is not available and the need urgent, a call may be made, but the caller must notify his superior officer as soon as possible. In all long distance calls, the telephone operator shall be advised of both the number to be reached and the identity of the caller.

57.2-3 Private Calls. Police officers shall not use Department telephones for private calls directed either to local or long distance points. Police officers, however, may obtain permission from a superior officer under certain circumstances to make a private call. Emergency, death in the family, or other special circumstances, are instances in which permission may be granted.

57.3 Tact, Courtesy, and Judgment. Police officers shall use tact, courtesy and good judgment at all times when using the Department telephones, and shall be especially aware of the need for maintaining good relations with citizens calling the Department. Use of bad language, cursing, name calling, curt response, mimicking of the caller's voice, or unwilling or uncooperative attitudes shall be considered conduct contrary to good order and discipline.

57.4 Transfer of Calls. Police officers shall transfer a telephone call when the caller requests another extension or when police officers cannot serve the caller. Police officers shall not transfer calls in order to avoid responsibility.

57.5 Home Telephone Numbers. Police officers shall not disclose the home telephone number and address of police officers to any but authorized or other competent authority. Other callers may be advised to leave their telephone numbers so that the police officer concerned may return the call.

CHAPTER 6

RULES OF DISCIPLINE

6:1 PENALTY FOR VIOLATIONS

According to the nature and aggravation of the offense, any police officer or civilian employee of the Police Department who commits any illegal act, or, commits a violation of any Rule, Regulation, Procedure or Order governing the Police Department shall be subject to

- (1) Reprimand
- (2) Fine
- (3) Suspension from duty
- (4) Reduction in rank
- (5) Dismissal

6:2 ABSENCE WITHOUT LEAVE

Police officers shall not be absent from duty except for illness or injury without the consent of a superior officer

6:3 SICK LEAVE RESIDENCE RESTRICTION

Police officers while on sick leave shall not leave their residences without the permission of a Department Surgeon. For each day a police officer is not in residence and is not available to the Police Surgeon, a police officer is subject to multiple charges, inasmuch as each day away from his residence while on sick leave is a separate offense.

6:4 ACTS OR OMISSIONS

Department members shall in every instance conduct themselves in a manner which is conducive to good order and discipline. Department members shall faithfully and diligently carry out all of the duties, responsibilities and functions of their individual and collective offices, positions or employment.

6:5 UNFAVORABLE CONDUCT

Department members shall not conduct themselves in a manner which reflects unfavorably on the courage and resourcefulness of the Department

6:6 NEGLECT OF DUTY

Department members shall not commit any act nor shall they be guilty of any omission that constitutes neglect of duty

6:7 PUBLIC DISPARAGEMENT

Department members shall not publicly disparage

or comment unfavorably or disrespectfully, on the official action of a superior officer nor on the Rules, Regulations, Procedures or Orders of the Police Department

6:8 ACTS OF INSUBORDINATION

Department members shall not commit acts of insubordination or disrespect to any superior officers.

6:9 ALCOHOLIC BEVERAGES

6:9.1 In Uniform, On and Off Duty. Police officers when in uniform both on and off duty shall not drink intoxicating beverages in any form.

6:9.2 Off Duty. Department members when off duty shall not drink alcoholic beverages to an extent which renders them unfit to a call for duty

6:9.3 Transporting Alcoholic Beverages. Department members while on duty shall not transport alcoholic beverages on their person

6:9.4 Entering Liquor Establishment. Police officers when on duty or when in uniform shall not enter any place in which intoxicating liquor is sold or furnished, except when necessary to do so in the performance of a police duty

6:9.5 Intoxicants in Police Buildings. Police officers shall not bring liquor or other intoxicants into a Department building unless the liquor has been officially seized. In extenuating circumstances, permission to bring intoxicants into a police building may be granted by the Police Director or by the Chief of Police.

6:9.6 Intoxication or Illegal Use of Drugs. Department members shall not come under the influence of a alcoholic beverages, narcotic drugs, or other stupefying or intoxicating agents.

6:9.7 Examination of Unfit Police Officer. Superior officers shall require the Department Surgeon to examine immediately any subordinate who reports for duty, or who is found on duty, in an unfit condition, when this condition is believed to be caused by the use of intoxicants or the unlawful use of narcotics or other stupefying drugs.

6:9.8 Exceptions. Police officers may consume alcoholic beverages while on duty providing that

(1) The consumption is a necessary part of a police task, for example, a surveillance or an undercover investigation.

(2) The police officer is not in the uniform of the Newark Police Department.

(3) The investigating police officer has obtained the consent of his commanding officer.

(4) The police officer exercises moderation and does not consume an amount which would render him unfit to perform his duty.

6:10 MENTAL AND PHYSICAL CAPABILITY

Department members shall not render themselves mentally or physically incapable of performing their required duties.

6:11 MALINGERING

Department members shall not feign illness, injury or incapacity to perform required duties, nor shall they fail to follow a lawful order issued by the Police Surgeon or other Surgeon acting in his stead.

6:12 LEAVING POST

Department members shall not leave their posts or assignments without just cause.

6:13 ATTENTION TO DUTY

Department members shall not sleep, idle, or loaf while on duty.

6:14 DISOBEDIENCE OF ORDERS

Department members shall not wilfully disobey lawful orders.

6:15 PROPER PATROL OF POSTS

Department members shall properly patrol their assigned posts.

6:16 PAYMENT OF JUST DEBTS

Department members shall neither neglect nor refuse to pay their just debts.

6:17 ASSISTING ESCAPE

Department members shall not communicate any information nor shall they aid a person to escape arrest nor shall they delay in taking action to apprehend an offender.

6:18 MALTREATMENT OF PRISONERS OR OTHER PERSONS

Police officers shall not wilfully maltreat prisoners or other persons.

6:19 USE OF FORCE

Police officers shall treat all persons and prisoners in a fair and humane manner at all times as provided by law. Police officers shall exercise force only to the degree required by the circumstances necessary.

(1) To prevent escape

(2) To secure detention

(3) To subdue violence

(4) To prevent violence to another prisoner

(5) To defend their own lives or the lives of others

6:20 SAFEKEEPING OF PRISONERS

Police officers shall be responsible for maintaining the safekeeping of any prisoner and preventing his escape. Police officers shall be responsible for maintaining the safe custody of any prisoner during such time as the prisoner is in their personal charge, whether such prisoner is confined to a cell, hospital room, detention room, court room, or building, or whether such person is in transit. The escape of a prisoner from a police officer shall be considered prima facie evidence of gross neglect of duty.

6:21 CONFIDENTIAL INFORMATION

Police officers shall not reveal to any persons not members of the Police Department any proposed police action or movements, or the provisions of any official order, without first obtaining permission from the Chief of Police.

6:22 FALSE STATEMENT

Police officers shall not falsify any official report or record.

6:22.1 False Statements Defined. Police officers who deliberately depart from the truth by omitting, misrepresenting, or distorting any fact on any form, questionnaire, or report shall be charged with having made a false statement.

6:22.2 Pre-employment Statements. Police officers shall be held to have violated this Rule, retroactively, who had made false statements during their investigation for candidacy to the Police Department.

6:23 BRIBES

Police officers shall not solicit or accept bribes in money, or other valuable articles.

6:24 CRIMINAL LAW

Department members shall not violate any criminal law, any provisions of the *Disorderly Persons Act* or of the City Ordinances. They shall commit no illegal act.

6:25 ACTS OF IMMORALITY

Department members shall not commit acts of immorality, indecency or lewdness.

6:26 PERSONAL APPEARANCE

Department members shall be clean in both person and dress.

6:27 INDECENT LANGUAGE

Department members shall not use indecent, profane, or uncivil language.

6:28 MISCONDUCT GENERALLY

Any violation or offense not properly chargeable of *Discipline* shall be charged under *Rule* No. 6. against a Department member under any other *Rule*

CHAPTER 7

PERSONNEL ADMINISTRATION

7:1 GENERAL QUALIFICATIONS OF POLICEMEN

"No person shall be appointed an officer or member of the police force unless he is a citizen of the United States and has been a resident of the municipality in which he is appointed for two years next preceding his appointment, is sound in body, of good health sufficient to satisfy the board of trustees of the police retirement system of New Jersey, that such person is eligible to membership in the police retirement

system, able to read, write and speak the English language well and intelligently, and is of good moral character. No person shall be so appointed who has been convicted of any act constituting an indictable offense, or who has been convicted of any crime or offense involving moral turpitude." Source *New Jersey Statutes* 40:47-3, 40:69A-166

7:2 DEFINITIONS

7:2.1 Hours of Work, Legal Authority. Certain hours are designated in assigning members to regular tours of duty. Hours of work are limited by Section 2:135 i of the *Revised Ordinances of Newark, 1959*, Supplement adopted from the *Revised Statutes of New Jersey* (40:11-13.2 et seq.) "The hours of employment shall be eight hours a day and forty hours a week." Source: Section 2:135 2 *Revised Ordinances of Newark, 1959 Supplement*.

7:2.2 Emergency Suspension of Days Off. In case of emergency, police officers and civilian employees of the Police Department may be summoned for and

kept on duty during the emergency. Source: Section 2:135 3 *Revised Ordinances of Newark*.

7:2.3 Absence from Duty for Five Days Continuously. Any police officer who shall be absent from duty without just cause for a term of five days continuously, and without leave of absence, shall at the expiration of such five days, cease to be a member of such Police Department and force. Source: *New Jersey Statutes* 40:47-3.

7:2.4 Sick Leave Defined. Sick leave is the period during which a police officer is excused from active duty by reason of illness or injury.

7:3 LEAVE OF ABSENCE

7:3.1 Suspension of Vacation, Day Off or Leave of Absence. Any vacation, day off, or leave of absence, may be suspended when a sudden and serious emergency arises, and when in the judgment of the Director of Police or the Chief of Police such action be taken.

7:3.2 Days Off. Police officers or civilian employees

are entitled to days off which are to be taken according to a schedule arranged by the respective commanding officers.

7:3.3 Exchange of Vacation or of Days Off. When mutually agreeable, any two police officers, or any two civilian employees may exchange their vacation periods or days off, but may do so only with the approval of their commanding officers.

7:4 SICKNESS AND INJURY LEAVE

7:4.1 Prompt Report of Sickness or Injury. Police officers and civilian employees shall report injury or sickness, whether on or off duty, promptly to their command. The superior officer receiving the report shall execute the required forms at once so that the Surgeon's Office is notified for disposition and record.

7:4.2 Reporting Sick or Injured. Police officers and civilian employees unable to report for duty because of sickness or injury shall make an immediate report to their commanding officer or desk lieutenant in person, or by telephone. If the police officer is unable to report, a relative or other responsible person shall notify the commanding officer or desk lieutenant of all pertinent facts either in person or by telephone.

7:4.3 Address of Confinement. Police officers and civilian employees when sick or injured shall be responsible for notifying their supervisor as to their place of confinement or of any subsequent change in their place of confinement.

7:4.4 Sick or Injured on Patrol, Investigative or Traffic Duty. Police officers taken sick or injured on patrol, investigative or traffic duty shall report the facts to their command by signal box or telephone and shall remain on duty until relieved, unless excused by the desk lieutenant or by another superior officer. The only exception to this Rule would be where the sickness or injury is disabling to the point of preventing compliance.

7.4.5 Sick or Injured When on Other Than Traffic, Patrol, or Investigative Duty. Police officers assigned to other than traffic, patrol, or investigative duty when taken sick or injured shall notify or cause their command to be notified. When this is not possible, the Headquarters Informa on Desk shall be notified, and the police officer shall continue on duty until relieved unless properly excused by a superior officer or supervisor.

7.4.6 Accessibility to Department Surgeons and Superior Officers. Police officers and civilian employees must be accessible to the Department Surgeons or to the superior officers or supervisors concerned at all times. The Surgeons must be kept accurately informed as to the medical condition of the police officer or civilian employee. The orders of the Department Surgeons shall take precedence over those of any private physician.

7.4.7 Return from Sick or Injury Leave. Police officers, upon becoming able to resume their duties after recovery from sickness or injury, or upon being ordered to return to duty by a Department Surgeon, shall contact their command without delay and be

guided by the instructions received from their commanding officer or desk lieutenant. They shall not leave their residence until they have contacted their command.

7.4.8 Unauthorized Absence. Police officers or civilian employees, who absent themselves in an improper manner, shall be subject to loss of pay during such absence, and shall be subject to charges being preferred against them. Police officers are guilty of unauthorized absence.

(1) *Who are not at home or who are not at their place of confinement, while on sick leave, when visited by the Department Surgeon or a superior officer*

(2) *Who feign illness or injury*

(3) *Who deceive the Department Surgeon in any way as to the true condition*

(4) *Who are injured or become sick as the result of improper conduct or of intemperate, immoral or vicious habits or practices.*

(5) *Who violate any provisions concerning the reporting of sickness or injury*

7.5 REPORTING OF INJURY REQUIREMENTS

7.5.1 Injury On Duty, Report to Commanding Officer. Whenever a police officer or a civilian is injured on duty, he shall execute, or he shall cause the execution of written reports containing pertinent facts to his commanding officer. Every injury or illness incurred on duty by a police officer shall be subject to the close scrutiny of the Department Surgeon.

7.5.2 Injury Not Affecting Going Off Duty. When a police officer or a civilian employee reports an injury which does not necessitate his going off duty, the desk lieutenant or another authorized superior officer or a supervisor shall execute or cause to have executed a "Report of Sick and Injured" form DP-201 which shall be sent to the Police Surgeon, describing briefly the causes of the injury. The police officer or civilian employee shall then be directed to report for examination at the Surgeon's Office at Police Headquarters at 10:00 A.M. on the next business day following the incident.

7.5.3 Report "On Duty" Injury Within 24 Hours. All injuries sustained on duty shall be reported, when practicable, within 24 hours after the occurrence. If possible, police officers shall report all injuries before reporting off duty. They shall execute written reports relating the injuries, the names of witnesses, the corroborating facts and any other pertinent information.

7.5.4 Human Bite Wound. When a human bite wound is inflicted upon a police officer whether on duty or off-duty, he shall report without delay to the Police Surgeon's Office or to a private physician or hospital for immediate attention. If the bite wound occurs within the City, he shall submit an "Incident Report" relating full details. If the bite wound occurs

outside the City, he shall submit an "Administrative Submission" relating full details. He shall also comply with Rule 7.5.1.

7.5.5 Verification of Sick or Injury Off Duty Report. The desk lieutenant, upon receipt of an off duty sickness or injury report whether verbal or written concerning a police officer shall direct that this report be verified by a superior officer unless the "Report of Sick and Injured", DP-201 is made in person. This desk lieutenant shall immediately dispatch a superior officer from the precinct in which the sick police officer resides or is confined, to verify the sickness, injury and confinement.

7.5.6 Feigning Sickness or Injury. The superior officer making the verification shall notify the desk lieutenant concerned when he believes that a police officer reporting sick or injured is not actually sick or injured and is consequently attempting to evade reporting for duty. The desk lieutenant shall then notify the Police Surgeon and the commanding officer of the police officer concerned.

7.5.7 Surgeon to Check on Alleged Feigning of Sickness or Injury. Upon notification by the investigating superior officer of alleged feigning of illness or injury, the Department Surgeon shall visit the home or place of confinement of the police officer or civilian employee. The Surgeon shall determine whether or not he should be ordered back to duty and then notify the commanding officer of that member as to his findings.

7.5.8 Verifying Confinement. When a police officer is confined to a hospital or other institution within or without the City, the superior officer receiving the "Report of Sick and Injured" shall begin verification

procedure. This shall be done by telephone message or personal visit to locations within the City, and by telegram, teletype or telephone contact through the Central Communications Bureau to locations outside the City. In all cases, the names of persons supplying this verification shall be obtained and noted in the desk blotter.

7:5.9 Sickness or Injury Outside the City.

7:5.9.1 Communication of Information by Telephone or Telegram. Police officers or civilian employees reporting sick or injured off duty from outside the City shall immediately report these facts by means of telephone or telegram to their commanding officer, or in his absence, to the superior officer in charge of the command concerned. They shall report their place of confinement, their telephone number, the nature of their illness or injury and the name, address and telephone number of the attending physician. Also, they shall again notify their commanding officer or the superior officer in charge when they return to the City. This information shall be recorded in the desk blotter by the desk lieutenant when received. When a telegram has been sent, it shall be attached to the "Report of Sick and Injured" (DPI 201) which shall be forwarded to Police Headquarters.

7:5.9.2 Investigation of Off Duty Injury Incurred Outside the City. Investigation of an off-duty injury

to a police officer or civilian employee which was incurred outside the City shall be assigned to a superior officer who shall submit complete reports of his findings. The superior officer shall obtain the necessary information by telephone. In cases where it is necessary to go outside the City limits for additional information, the investigating superior officer may do so. However, in no case may an investigating superior officer travel out of the State without first obtaining permission from the Chief of Police.

7:5.10 Letter from Attending Doctor When Reporting Sick or Injured Off Duty from Outside the City. Police officers reporting sick or injured from outside the City shall obtain a letter from the attending physician describing their illness or injury accompanied by a prognosis for recovery. They shall send the letter promptly through official channels to the Office of the Police Surgeon.

7:5.11 Consulting with Surgeon before Surgery. Police officers or civilian employees except in cases of extreme emergency, shall not submit to an operation until they first consult with the Department Surgeon or his assistant.

7:5.12 Hernia Considered an Accident. Police officers or civilian employees shall consider every case of hernia, incurred on or off duty, an accident and not an illness. The "off duty verification procedure" shall be followed in each case.

7:6 CONTAGIOUS DISEASE

7:6.1 Contagious Disease in Family. Police officers or civilian employees having a person in their household stricken with a contagious disease shall report the facts to their command and report to the Surgeon in person. The Surgeon shall have full jurisdiction in this case and his directions must be obeyed.

7:6.2 Contact with Persons Having Contagious

Diseases. Police officers who come in direct contact with persons having contagious diseases, or who have been otherwise exposed to the contagion, shall at once notify their commanding officer who shall by way of channels to the Chief of Police inform the Surgeon or his assistant. They shall comply with the directions given by the Surgeon or his assistant regarding treatment for contagious disease.

7:7 MATERNITY LEAVE (POLICEWOMEN)

Married policewomen shall be granted maternity leave without pay after application has been made through channels to the Chief of Police subject to the following conditions:

7:7.1 Application for Leave. Application shall be made thirty days before the leave is to begin.

7:7.2 Length of Leave. The leave shall start before the sixth month of gestation, but if the applicant is eligible for vacation, she may take the vacation first, with her maternity leave not beginning until her vacation

ends. Maternity leave shall be for not less than six months, nor for more than eighteen months.

7:7.3 Statement of Physician Required. A physician's statement estimating the approximate period of confinement shall be submitted with the application.

7:7.4 Termination of Leave. Leaves may be terminated for sufficient reason upon application to the Director of Police with the approval of the Police Surgeon.

7:8 MILITARY LEAVE

7:8.1 Military Reserve Leave. "A police officer or a civilian employee who is a member of the Organized Reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve or United States Marine Corps Reserve, or other affiliated organization, shall be entitled to leave

of absence from his respective duty without loss of pay or time on all days on which he shall be engaged in field training. Such leave of absence shall be in addition to the regular vacation allowed such employee or police officer." Source: *New Jersey Statutes* 38-23-1

7:8.2 Enlistment or Re-enlistment in National or State Military Organization. Police officers and civilian employees of the Department shall not enlist, re-enlist or accept a commission in any federal or state military organization on without having made prior notification to the Chief of Police.

7:8.3 Extended Leave. (Surrender of Department Property). Before reporting for extended military service, police officers of the Department shall surrender all Department property held by them to their commanding officers.

7:8.4 Draft Board Determination. When a police officer or civilian employee has been classified "I-A" by Selective Service, or ordered to report for examination, he shall immediately make these facts known to his commanding officer.

7:8.5 Field Training Leave. Police officers or civilian employees going on military leave for field training must notify their commanding officer at least 30 days before the date their training period is scheduled to begin. They must also submit copies of their official military orders at least 5 days prior to the date they are to report for duty.

7:9 STATE OR COUNTY LEAVE

7:9.1 Leave of Absence: State or County Agency. "Leave of absence without pay may be granted to a member of a municipal police department in order that such member's services may be made available to a state or county agency by the appointing authority at the written request of the member and of the state or county department desiring such member's services. Such member's services, however, shall not be used to displace any member of such department or agency requesting his services." Source: *New Jersey Statutes* 40 47-20.3 This statute authorizes the Director of Police to grant or refuse to grant a leave of absence to a police officer in order that the police officer render his services to another city department or city agency.

7:9.1-1 Limitation on Period of Absence: Extension. "Any leave of absence so granted shall be for a

period not in excess of one year but may be extended, in the same manner, as originally granted, from year to year, for a total period not in excess of five years. Source: *New Jersey Statutes* 40 47-20.4

7:9.1-2 Retention of Pension and Retirement Benefits. Any member granted a leave of absence shall remain a member of the Department and of the pension and retirement system upon continued payment of contributions." Source: *New Jersey Statutes* 40 47-20.5

7:9.1-3 Rights on Resumption of Office, Position or Employment. Upon the expiration of leave of absence and return to duty the member shall resume his office, position or employment and shall receive the same salary adjustments, increments, seniority and pension rights had this leave not been granted." Source: *New Jersey Statutes* 40 47-20.6

7:10 LEAVE OF ABSENCE FOR DEATH IN FAMILY

7:10.1 Death in the Immediate Family. A police officer of the Department on application to his commanding officer shall be granted three consecutive days leave of absence with full pay on the death of wife, husband, father, mother, step-mother, step-father, mother-in-law, father-in-law, son, daughter, step-son, step-daughter, brother, sister, step-brother and step-sister.

7:10.2 Death Leave Allowance in Special Cases. In special or unusual cases a commanding officer may allow a police officer or a civilian employee to attend funeral or memorial service for someone other than those persons enumerated in Rule 7 10.1. The

intent of this provision is to cover the situation in which someone other than the immediate kin has raised the police officer, or had a very close relationship with him.

7:10.3 Application for Death Leave. Application for a Death Leave shall be executed by the police officer or the civilian employee on the form provided in which shall be stated the specific relationship between the deceased and himself and the days in which he shall be absent. It shall be incumbent upon the commanding officer granting this leave to verify the death of the deceased and the relationship of the subordinate to the deceased.

7:11 ANNUAL VACATION PERIOD SUBJECT OF SPECIAL ORDER

7:11.1 Selection of Vacation. Annual vacation periods shall be selected according to seniority within the individual ranks. In the ranks above patrolman, when the accrued seniority in rank is equal, the determining factor shall be length of service in the next preceding rank.

7:11.2 Vacation Scheduling. Vacation periods shall not be scheduled between the dates, December 15th and January 2nd, without the permission of the Chief of Police. Vacation schedules shall be arranged by commanding officers with due regard to the require-

ments in the particular branches of service under their commands. Vacations shall be completed by December 15th.

7:11.3 Deferment of Vacation. Only under extenuating circumstances subject to the review and approval of the Chief of Police may vacations be deferred.

7:11.4 Vacation Address. A report of a vacation address is not required from a police officer or a civilian employee whose vacation application has

been approved. Permission is thereby granted to him to leave the city during the approved period of vacation.

7:11.5 Split Vacation. Split vacation periods may be granted to any police officer of the Department providing permission has been obtained from his commanding officer. However, once vacation periods

have been selected, they shall be completed without interruption unless it becomes necessary, by reason of emergency to suspend them.

7:11.6 Change of Selected Dates Prohibited. After vacation dates are selected and applied on has been filed with the commanding officer, police officers shall be permitted to change dates only in emergencies.

7:12 RESIGNATION

7:12.1 Resignations to Be in Writing. All resignations of police officers or civilian employees must be in writing and bear the signature of the person resigning. Police officers shall provide the Chief of Police not less than five days written notice or shall have obtained special permission from the Chief of Police or the Police Director to do otherwise.

7:12.2 Permission Required. Police officers or civilian employees shall not withdraw or resign except by permission of the Police Director.

7:12.3 Resignation Prohibited While Charges Are Pending. Police officers or civilian employees are prohibited from resigning while charges are pending against them, except by permission of the Police Director.

7:12.4 Superior Officers May Accept Resignations. Any superior officer of the Police Department may accept the written or oral resignation of any police officer or civilian employee pending acceptance by the Police Director.

7:13 SUSPENSION

7:13.1 Definition. Suspension is the act of temporarily denying a police officer or a civilian employee the privilege of performing his duties as a consequence of alleged violation of *Department Rules and Regulations* or violation of law. While under suspension, the police officer or the civilian employee shall not receive pay.

7:13.2 Suspension, Removal, Fine and Reduction Procedure. "Police Officers shall not be removed from office or employment for political reasons, or any cause other than incapacity, misconduct, non-residence, or disobedience of rules and regulations established for the government of the police force and department." Source: *New Jersey Statutes* 40:47-6.

7:13.3 Suspension by Chief of Police. Whenever deemed necessary, the Chief of Police may suspend any police officer or civilian employee from duty, pending formal charges.

7:13.4 Chief to Notify Director. In every case of suspension, the Chief of Police, or other authorized person shall notify the Police Director in writing as soon as possible, stating the name of accused, the particular rule violated, and the specific charge against the accused person, together with the names and addresses of all witnesses.

7:13.5 Surrender of Department Property. Any po-

lice officer under suspension shall immediately surrender his badge, revolver and all other Department property to his commanding officer pending disposition of the case. Any civilian employee under suspension shall immediately surrender all department or city property in his possession to the commanding officer or the civilian supervisor of the unit to which he is assigned.

7:13.6 Outside Employment. Police officers under suspension shall obtain permission from the Police Director in order to engage in outside employment during the period of suspension from the Police Department.

7:13.7 Relieved from Duty. A police officer under suspension is relieved from the duty of reporting to a precinct station or other command, unless he is directed otherwise by the Chief of Police. He shall be responsible for any further violations of the *Departmental Rules and Regulations* while under suspension.

7:13.8 Wearing of Uniform Forbidden. Police officers under suspension shall wear their own forms when directed to answer a summons for Departmental trial.

7:13.9 Suspension Pending Investigation. Police officers or civilian employees under suspension shall not be restored to duty pending investigation or hearing of charges except by order of the Police Director.

7:14 DISCIPLINARY ACTION

7:14.1 Charges against Police Officers. When a police officer or a civilian employee of the Department is charged with violation of the *Rules and Regulations*, he shall submit a report, through channels, stating whether he wishes to plead "guilty" or "guilty with an explanation", or "not guilty" to such charges,

within 10 days after receiving a written copy of charges against him.

7:14.2 Plea of "Guilty" or "Guilty With an Explanation". When a police officer or a civilian employee wishes to plead "guilty", or "guilty with an explanation", a date shall be set for a hearing before

the Police Director. The Police officer or civilian employee may be represented by an attorney if he desires. The Police Director may refuse to accept a plea of "guilty" or "guilty with an explanation", at anytime in any case.

7:14.3 Plea of "Not Guilty" or When "Guilty" or "Guilty With an Explanation" Is Not Accepted. When a police officer or a civilian employee pleads "not guilty" or when his plea of "guilty" or "guilty with an explanation" is not accepted by the Police Director, a date for a police trial will be set and the police officer or the civilian employee shall be notified of the date, time and place of such a trial.

7:14.4 Leave of Absence Preventing Notification. When for any reason such as illness, vacation, military leave, or other leave of absence a police officer or a civilian employee cannot be served with charges and their specifications, and a report is not obtainable, his commanding officer shall retain the charges and their specifications and serve them upon the police officer or the civilian employee upon his return to duty. The police officer or the civilian employee shall then submit his report as specified.

7:14.5 Legal Counsel. Police officers or civilian employees may be represented by an attorney of their choosing at the Department hearing.

7:15 TRANSFERS

Application for special assignment or transfer shall be made in writing by the police officer to his

commanding officer who shall forward it through regular channels to the Office of the Chief of Police.

7:16 DEATH AND INJURY NOTIFICATION

7:16.1 Death or Serious Injury. When a police officer or a civilian employee is killed or seriously injured, either on or off duty, his commanding officer shall make immediate verbal notification to the Chief of Police or to the commanding officer acting in his absence. A written report will follow no later than the following work day. Information shall include the date, location, cause and extent of injury and property damage. Serious injury in this instance means an injury which could result in death or disability.

7:16.2 Death of a Police Officer. When a police officer receives notice of the death of a brother police officer or of a retired police officer, notification of such a death shall be made in the following manner:

- (1) *During Regular Business Hours:* Notify the

Office of the Chief of Police and the deceased officer's most recent commanding officer.

- (2) *At Other Times.* Notify the Command Post of the Patrol Division or alternatively, the main desk of the Detective Division. The supervising officers of the Command Post or of the main desk of the Detective Division, whichever is notified, shall be charged with the responsibility of notifying the commanding officer, of the deceased officer's most recent command.

7:16.3 Notification of Family. Commanding officers shall immediately notify, or cause a police chaplain to notify, the family of a police officer attached to his command who has died, who is dying, or who has been injured.

7:17 DEPARTMENT FUNERALS

7:17.1 Commanding Officer to Contact Family of Deceased Member. Upon the death of an active member of the Department, the commanding officer of the deceased member shall:

- (1) Acquaint himself with the family conditions of the deceased.

- (2) Make arrangements for proper funeral escort and pallbearers, if members of the family so desire.

- (3) Determine where services are to be held, and determine the date and hour of burial and the place of interment.

- (4) Promptly relay such information through the proper channels to the Chief of Police.

7:17.2 Death in Immediate Family of Department Member. When a death occurs in the immediate family of an active member of the Department, the commanding officer of the member in whose family such death occurs shall notify the Chief of Police.

7:17.3 Funeral Escort. Unless otherwise specified,

escorts at the funerals of members of the Department shall consist of the commanding officer of the deceased, one lieutenant, two sergeants and eight patrolmen, together with the necessary pallbearers. Other detailed specifications are set forth as follows.

- (1) At the funeral of a deceased retired member, the commanding officer of the precinct where the body temporarily reposes, and the pallbearers shall represent the Department.

- (2) Where it is impracticable for the escort to accompany the remains to the cemetery, their duties shall be confined to attendance at the place of temporary repose and at the church if services are held nearby.

- (3) The escort may accompany the remains such distance enroute to the place of interment as may be advisable in the judgment of the commanding officer.

- (4) Whenever conditions permit, the escort shall form opposite the temporary place of repose, evenly centered on the entrance thereof.

(5) After the escort has been formed and while it is in formation, all commands shall be given by the commanding officer of the escort.

(6) Prior to the appearance of the casket, the commanding officer shall give the command "Attention". Upon the appearance of the casket, the command "Hand Salute" shall be given. This position shall be held until the casket is secured in the hearse whereupon, the command "Order Arms" shall be given.

(7) The formation on the march of the escort shall be at the discretion of its commanding officer who will be governed by the conditions that exist on the line of march.

7-17.4 Funeral Procession. The funeral procession is formed in the following order:

- (1) The escort.
- (2) Clergy.
- (3) Casket and pallbearers.
- (4) The Director of Police.
- (5) Chief of Police, Deputy Chiefs and Inspectors of Police.
- (6) Mourners.
- (7) Members of the Police Department in order of rank.
- (8) Distinguished persons.
- (9) Delegations.
- (10) Societies.
- (11) Civilians.

Variations of the procession order may be made, subject to the discretion of the superior officer in

charge of the detail.

7-17.5 Formation at Place of Services.

(1) As the center of the escort arrives at the entrance of the church, temple, or other place of services, it shall be halted and the command "Left Face" or "Right Face" given so that the formation faces the building where the services will be held.

(2) As the casket is removed from the hearse, the command "Hand Salute" will be given, and this position will be maintained by the escort until the casket has been taken into the church.

(3) Before the command "Fall Out" is given to the escort, the commanding officer will inform the escort that the formation shall be reassembled at least five minutes before the church services are concluded, but a definite time should be specified.

7-17.6 Formation and Procedure at Conclusion of Services. Upon completion of the services, the escort shall stand in the same formation repeating the same procedure followed when the casket was removed from the home or funeral parlor.

7-17.7 Pallbearers to Accompany Funeral to Cemetery. The pallbearers will accompany the funeral to the cemetery in coaches if they are provided or by other agreed upon transportation, and they shall bear the body from the hearse to the grave.

7-17.8 Members to Salute in Presence of Hearse. Members of the Department assigned to duty at the funeral of a member, or assigned along the route of such funeral, shall assume the position of attention and give the regulation salute as the casket is being placed in or removed from the hearse, or when the hearse passes them enroute to the cemetery, unless they are actively engaged in the performance of police duty.

7-18 RESIDENCY

7-18.1 Bonafide Residency Requirement. Police officers of the Department shall be bonafide residents of the City of Newark, New Jersey. "Police officers employed by the Newark Police Department who are permanently employed by the City of Newark, New Jersey at a fixed annual salary shall hold their respective offices and continue in their respective employment during their residency in the City of Newark, New Jersey." Source: *New Jersey Statutes* 40-47.5.

7-18.2 Change of Residency Notification. Police

officers and civilian employees shall report any change in residency to their commanding officer at least twelve hours before such change takes effect. They shall execute the Department form for this purpose.

7-18.3 Home Telephone Number. Police officers and civilian employees shall report their home telephone number, or when there is no home telephone, they shall leave record of the number of the nearest telephone through which they may be reached.

7-19 MARITAL STATUS

Police officers and civilian employees shall notify their commanding officer of any change in their mar-

ital status at least twelve hours before such change becomes effective.

7-20 NAME CHANGE

Police officers and civilian employees shall notify their commanding officer of any legal name change

at least twelve hours before such change becomes effective.

7:21 DRIVER LICENSE

Police officers and civilian employees operating Department motor vehicles shall possess a valid New Jersey driver license. Whenever a driver license belonging to a police officer is revoked, suspended or lost, he shall immediately make this fact known to his commanding officer, giving full particulars.

New

CHAPTER 8

PATROLMAN'S DUTIES

8:1 PROBATIONARY PERIOD

8:1.1 Probation Factors. Appointment of a patrolman to the Police Department is for a probationary period of 90 days after he has completed his training at the Academy. Continuation in the service is dependent upon the conduct of the appointee and his fitness to perform his duties. At the termination of the probationary period, if the conduct or capacity of the probationer has not been satisfactory he shall

be notified in writing that he will not receive absolute appointment and his services shall be terminated by the Police Director without a trial. Reference *New Jersey Statutes* 11-22.6.

8:1.2 Subject to Orders. Each patrolman shall be assigned to a unit of the Department in order to perfect the organization and shall be subject to the lawful orders of any Department superior officer

8:2 RESPONSIBILITIES OF EACH PATROLMAN

Each patrolman shall:

8:2.1 Wear Badge and Name Tag, properly affixed to Black Leather Holder, on the left Breast of his Outermost Garment. He shall at all times, when in uniform, wear his badge and name tag, affixed to the holder, on his outermost garment.

8:2.2 Give Name and Badge Number upon Request. He shall at all times give his name and badge number to any person making the request.

8:2.3 Carry Nightstick. He shall on all tours of duty, when warranted by conditions or otherwise ordered, carry a nightstick in conformity with the *Rules and Regulations*.

8:2.4 Report for Duty Promptly. He shall report for duty promptly in proper and neat attire, fully equipped and in fit condition.

8:2.5 Report "Off-Duty". He shall at the end of a tour of duty, upon returning to quarters, salute the superior officer in charge and have his name and his assignment checked on the Daily Assignment Sheet unless otherwise ordered by a superior officer.

8:2.6 Carry Street Guide. He shall while on duty carry an approved street guide for the City of Newark.

8:2.7 Patrol Diligently. He shall faithfully, diligently and alertly patrol every part of the post to which he is assigned until he finishes his tour.

8:2.8 Assist beyond Post Limits. He shall never refuse to assist in the protection of persons or property near his post when his attention is immediately required but shall return to his own post as soon as possible.

8:2.9 Avoid Concealment on Patrol. He shall not conceal himself while on post other than for a police purpose.

8:2.10 Inspect Post Carefully. He shall carefully inspect every part of his post as often as possible.

8:2.11 Render Assistance When Requested. He shall furnish information or render aid to all persons upon request in a manner consistent with his duties.

8:2.12 Investigate Disturbances. He shall when any disturbance occurs either within his post lines or in the immediate vicinity, instantly proceed to the scene and use his best efforts to restore peace.

8:2.13 Check Vacated Dwellings. He shall pay particular attention to unoccupied or temporarily vacated dwellings or buildings whether or not these are assigned for special attention.

8:2.14 Vary Route of Patrol. He shall not continually follow the same route in patrolling a post, but shall occasionally stand in an inconspicuous place, alert and watchful of the surroundings.

8:2.15 Leave Assigned Post Only on Police Duty. He shall leave his assigned posts by crossing the boundaries only in the immediate discharge of police duty and in such cases he shall notify his command as soon as possible.

8:2.16 Note and Remove Accident Hazards. He shall while on duty note all street and sidewalk obstructions and defects from which accidents may occur, and cause them to be removed when practicable. If he cannot rectify the condition, he shall report his findings to the desk officer in the command of occurrence.

8:2.17 Give Special Attention to Construction and Excavation Sites. He shall pay attention to and safeguard all places where temporary building permits are granted, or where openings, or excavations are being made.

8:2.18 Insure Public Passage Through Construction Sites. He shall report to the desk officer in charge when a suitable and safe passageway has not been provided for the public during construction or excavation work.

8:2.19 Secure and Make Safe Open Sewers and Manholes. He shall take corrective action concerning any manhole, coal hole and sewer basin left uncovered or insecure.

8:2.20 Inform Commander of Unsafe Buildings and Permit Violations. He shall notify his commanding officer of the condition of any building which may have become unsafe. He shall also furnish his commanding officer with information relative to the absence of, or improper display of building permits during the process of building construction.

8:2.21 Notify Commander of Questionable Trade Conditions. He shall notify his commanding officer in writing where any noxious, dangerous or law to become trade or business is being operated.

8:2.22 Take Action to Return Lost Children. He shall return lost children to their homes when they are found on or near the vicinity of his post and then promptly notify the desk officer at the command of occurrence. When the residences are not known, or are located at a distance, the patrolman shall notify the desk officer and request instructions.

8:2.23 Send Homeless and Penniless to Precinct. He shall send persons found penniless and without homes to known places of accommodations or to the desk officer in the command of occurrence.

8:2.24 Be Alert for Street Solicitation by Street Walkers. He shall particularly watch female street walkers or known prostitutes, and all persons who improperly accost others of the opposite sex.

8:2.25 Report Cases of Destitution and Communicable Disease. He shall report all cases of destitution and cases of communicable disease of which the Health Department may not have been properly notified.

8:2.26 Relieve Blocked Thoroughfares. He shall use his best efforts to restore traffic flow when traffic is halted or congested on any street or roadway.

8:2.27 Notify Commander of Nuisances. He shall notify his commanding officer in writing of all nuisances and other matters affecting the safety and convenience of the public which he cannot correct.

8:2.28 Prevent Fires and Waste of Water. He shall be vigilant to prevent fire or waste of water.

8:2.29 Direct Owners to Remove Snow and Ice. He shall alert persons concerned to remove snow, ice, or other cause, from sidewalks which have made them unsafe for passage.

8:2.30 Direct Offenders to Remove Sidewalk Obstructions. He shall notify persons who have obstructed their sidewalks either by the placing of fuel, boxes or other articles, or by extending signs more than the lawful distance from any store or building. He shall call any continued violation to the attention of his immediate superior officer.

8:2.31 Note Street Debris. He shall take notice of

all ashes, garbage or other offensive matter thrown into the street, or a public place, and bring it to the attention of his immediate superior officer.

8:2.32 Report Breaches of Law Affecting Public Safety. He shall report the names of the offending parties for complaint and prosecution who repeatedly disregard laws, ordinances, orders and regulations for the governing of public safety, when a summary arrest cannot be made.

8:2.33 Disperse Loiterers. He shall disperse persons who are found unlawfully loitering on sidewalks or on street corners or who otherwise interfere with the passage of others.

8:2.34 Assist Pedestrians to Cross Heavily Traveled Streets. He shall when the stream of traffic is continuous open the way for pedestrians wishing to cross and be especially vigilant to protect and to assist children and the aged and the infirm who would otherwise be exposed to danger.

8:2.35 Check Vacant Residences. He shall pay particular attention to the residences of families who are temporarily out of the City.

8:2.36 Acquire Thorough Knowledge of Streets. He shall thoroughly acquaint himself with all parts of his post and with all streets, thoroughfares, bus routes, public buildings and other establishments.

8:2.37 Investigate Suspicious Motorists. He shall note and investigate all motor vehicles, and occupants of these vehicles that in any manner excite suspicion.

8:2.38 Be Alert for Stolen Autos. He shall pay particular attention to motor vehicles by observing registration numbers and be constantly alert for motor vehicles or license plates which have been reported stolen, which may have been used for an unlawful purpose, which are not properly licensed or equipped, or for which there is a traffic warrant or any other warrant outstanding.

8:2.39 Report All License Violations to Commander. He shall pay particular attention to all places and persons pertaining to licensed premises and shall report to his commanding officer knowledge of any unlicensed place for which licensing is required or knowledge of any provisions of the license that are violated.

8:2.40 Become Familiar with Traffic Signs. He shall familiarize himself with the locations and purposes of street traffic signs.

8:2.41 Report Damaged Traffic Signs. He shall when traffic signs are misplaced or tampered with, rectify them if possible. When traffic signs are missing from their proper location, he shall immediately make report of such fact to his commanding officer.

8:2.42 Report Light Outages. He shall pay special attention to all broken street lights and street light outages at night, and at the end of his tour of duty submit a report indicating the location of such outage or broken light and the number of the electric light pole concerned.

8:2.43 Report Light Outage Creating Serious Hazard. If a street light is not burning at night at a dangerous intersection or crossway where there is a possibility of a serious accident, a hazard to pedestrians, or criminal activity taking place, he shall immediately inform the desk lieutenant at the command of occurrence.

8:2.44 Report Dangling and Fallen Electrical Wires. He shall notify the desk lieutenant at the command of occurrence when he observes fallen or dangling electric wires and shall guard such wires if there is any danger of any one coming in contact with them.

8:2.45 Check Doors of Business Places at Night. He shall carefully examine all accessible doors of business places, office dwellings and public buildings to determine that they are secure.

8:2.46 Check for Open Windows and Transoms. He shall carefully examine all accessible low windows, gates, the entrances of alleyways, transoms and gratings of all buildings, for security purposes.

8:2.47 Report for Day School Duty. He shall cover school crossings during the day at least fifteen minutes before and after the commencement and dismissal of each session, when so assigned.

8:2.48 Report for Night School Duty. He shall cover school crossings when assigned to duty where evening school is in session by arriving fifteen minutes before the commencement, by remaining until classes are in session, and then by returning to the school crossing fifteen minutes before dismissal, unless otherwise ordered.

8:2.49 Use Direct Route in Response to Call of Duty. He shall when responding to a call of duty, go to and return from the place of such call by the shortest and most direct route.

8:2.50 Direct Safe Passage of Emergency Vehicles. He shall when assigned to patrol duty upon the approach of fire apparatus, ambulance or police vehicle responding to an emergency call, go to the center of the nearest street intersection to insure the safe and speedy passage of such vehicles.

8:2.51 Close Vacated Firehouse Doors. He shall when assigned to a post on which a fire house is located, close the doors of the fire house after the apparatus has left to respond to an alarm, if practicable.

8:2.52 Report Location of Dead Animals. He shall report the location of the carcass of any animal found in any lot, street or public place to the desk lieutenant.

8:2.53 Follow Procedure for Insecure Building. He shall when anything unusual is found during a security check of a building:

- (1) Investigate at once.
- (2) Summon assistance.
- (3) Conduct a thorough search.
- (4) Communicate with the command of occurrence.
- (5) Notify the owner or occupant.
- (6) Stand guard until relieved.
- (7) Secure the premises with police lock, properly tagged, informing the owner where key is available when the owner cannot be located.
- (8) Return key to command of occurrence together with a written report detailing the incident.

8:2.54 Report Any Neglect of Duty Charge. He shall, when charged by a superior officer with dereliction or neglect of duty, immediately explain the facts to his immediate superior officer. If the police officer is ordered to submit a written report to his commanding officer, he shall submit such report in duplicate. In the absence of the commanding officer, these reports shall be left with the desk lieutenant. It then shall be the duty of such police officer to report to his commanding officer at his office at 9:00 A.M. of the next business day, or as otherwise directed by the desk lieutenant so that the police officer may give the commanding officer whatever additional information may be requested.

8:2.55 Disprove Alleged Negligence. He shall be required to prove to the satisfaction of his commanding officer that he had been alert and had been attending to his duty when a crime was committed on his post when there was cause to suspect that he has been negligent or otherwise violative of the *Rules and Regulations*.

8:2.56 Remain at Desk While Report Is Reviewed. He shall when submitting a report to the desk lieutenant remain at the desk until such reports have been reviewed and accepted.

New

CHAPTER 9

FIREARMS

9:1 POLICY REGARDING USE OF FIREARMS

Departmental regulations concerning the care and use of firearms are designed to protect the lives of police officers and the lives and property of the public.

9:2 HANDLING OF FIREARMS

Police officers shall exercise caution and the utmost care in handling firearms on and off duty.

9:3 OFFICIAL POLICE REVOLVER

For any and all purposes consistent with these Rules and Regulations, the "official police revolver" shall be the revolver issued to each police officer by the Newark, New Jersey Police Department

to determine whether it meets the same standards set for safety and serviceability that apply to the "official police revolver"

9:3.1 On Duty. When on duty each police officer shall be armed with and shall carry his "official police revolver" fully loaded and in a serviceable and operating condition.

(4) He submits his authorized "off-duty revolver" for test fire and inspection upon his appearance for scheduled firearms retraining.

9:3.2 Off Duty. The Chief of Police may authorize a police officer to carry an "off-duty revolver" other than the "official police revolver" providing that the police officer follows the steps prescribed herewith.

(5) He carries the authorized off-duty revolver only after he has secured the approval of the Chief of Police and only during the time this approval remains in effect.

(1) He submits a written report through channels requesting permission to carry an off-duty revolver

(6) He submits a written report through channels, advising the superior officer in charge of the Firearms Section of the Police Academy of any change in the status of his designated off-duty revolver, i.e., if sold or a new acquisition

(2) He restricts his selection of an "off-duty revolver" to a .38 special caliber revolver manufactured by either the Smith and Wesson or the Colt Firearms Companies

(7) He observes and is bound by any part of, or any section of these Rules and Regulations which pertain to or which touch upon the "official police revolver", and he understands that these same Rules and Regulations also apply as well to the use of any "off-duty revolver" which may be authorized by the Chief of Police

(3) He submits the "off-duty revolver" that he intends to carry to the superior officer in charge of the Firearms Section of the Police Academy for inspection

9:4 TAMPERING WITH POLICE REVOLVER

9:4.1 Repairs and Adjustments. All repairs and adjustments to the official police revolver shall be made by the Superior Officer in charge of the Firearms Section of the Police Academy. Police officers shall not make any change in the trigger pull mechanism or effect any other unauthorized alteration or addition.

exception of "Pachmayr Presentation Rubber Grips." Police officers who choose to utilize "Pachmayr Presentation Rubber Grips" shall endure the expense of their purchase, and have them installed by the Firearms Section. The issued wooden grips shall be retained by the Firearms Section upon the installation of the optional grips. Grip adapters may be used in special cases, but only after the police officer has first obtained the approval of the Superior Officer in charge of the Firearms Section.

9:4.2 Revolver Handle Grips. Police Officers shall not make use of moulded grips, pearl handled grips, nor special type grips, with the

9:5 CARE OF FIREARMS, OFF DUTY

9:5.1 Off Duty, Outside of Home Within the State of New Jersey. A police officer when "off duty" and outside his home shall keep his Departmental issued service revolver holstered and on his person ready available for necessary use, unless he is on sick, injured or vacation leave. To avoid an accidental discharge, a police officer shall not carry his revolver in his waistband or in any one of his trouser pockets.

on his person when traveling in any other state, in any territory or in any other country.

9:5.3 Off Duty, at Home.

9:5.2 Off Duty, Outside the State of New Jersey. An off-duty police officer may not carry his revolver

9:5.3-1 Storing the Revolver. A police officer shall keep his revolver in a secure place readily available in case of emergency. The police officer should make use of a cabinet or a high drawer or a location which can be secured with a lock as a place to deposit his revolver

9:5.3.2 Removing Revolver from Belt. When removing a revolver from his person, a police officer shall keep the revolver holstered and jointly remove both the revolver and holster from his belt. A police officer shall not remove the revolver from his holster except when he intends to clean or fire it. However,

when circumstances require, a police officer may unload his revolver before storing it in a secure place; providing he observes all the safe practices prescribed and taught by authorized Department firearms instructors for the unloading of the weapon.

9:6 DISCHARGE OF FIREARM REPORT

Whenever a firearm is discharged by a police officer, on or off duty, other than at an authorized firearms range, the police officer shall:

- (1) Promptly notify the Desk Lieutenant on duty in the Command of Occurrence
- (2) Be guided by the instructions of the desk Lieutenant
- (3) Execute an "Incident Report," form DP1 802 when the occurrence results in the issuance of a Central Complaint Number.
- (4) Execute an "Administrative Submission," Form DP1: 1001 reporting the incident in detail to his Commanding Officer
- (5) Execute a "Firearms—Discharging," form DP1: 1757 which is self explanatory.

9:6.1 Observation of Firearm Discharge. Members who observe the discharge of a firearm by any sworn member of the Newark Police Department and/or other Law Enforcement Agency shall submit either of the following reports to his Commanding Officer:

(1) "Continuation Report," form DP1: 795
When the occurrence results in the issuance of a Central Complaint Number and the execution of an "Incident Report," by the police officer who discharged his weapon

(2) "Administrative Submission," form DP1-1001 in all other instances

Either report will include: Incident, time, location, type of firearm/s used, number of rounds fired, identity of officer, and any other information requested by a superior officer.

9:6.2 Unauthorized Discharge of Firearms. Examples of instances in which firearms shall not be discharged are cases involving

- (1) The commission of a misdemeanor
- (2) A violation of any City Ordinance
- (3) A violation of the Disorderly Persons Act.
- (4) A violation of the Motor Vehicle Act
- (5) A fleeing motor vehicle when the occupant is a minor offender and is not wanted by the authorities for a grave high misdemeanor.

(6) A person called to halt on mere suspicion and who, without resisting, simply runs or drives away to avoid arrest. Neither shall a police officer shoot at a person who is running or driving away to avoid arrest for a minor offense.

9:6.3 Authorized Discharge of Firearms. A police officer may discharge his firearm in the performance of police duty under the following restrictive circumstances

(1) In the actual defense of his own life, or the life of another when other reasonable means of defense have failed,

(2) When attacked with a deadly weapon,

(3) When effecting the arrest or preventing the escape of a person who, to the personal knowledge of the officer, has actually committed a crime of no lesser degree than a heinous common law felony such as arson, burglary, robbery, rape, murder, sodomy or the statutory crime of kidnapping and there is no other way of taking him.

(4) When firing warning shots to prevent escape or to effect arrest for incidents described n.t. (2) (3) being accountable however for any negligence resulting in injury to any person

(5) When there is need for ballistics testing.

(6) When in attendance at an approved firing range.

9:6.4 Exhaust All Reasonable Means before Using Weapon. Even under extremely critical circumstances a police officer is not justified in discharging his firearm until all other reasonable methods of effecting the arrest have been exhausted

9:6.5 Firing of the Weapon under Other Circumstances. A police officer may fire his revolver to dispose of an animal that is dangerous or that is seriously injured when other means of disposition are unavailable.

9:7 CARRYING OF THE REVOLVER

9:7.1 When to Carry Regulations. Police officers, collectively and individually, shall carry their official police revolver or authorized off-duty revolver fully loaded and in a serviceable, operating condition at all times, so that they may be prepared when called upon to carry out a police duty, service, function, or responsibility. They shall also carry six rounds of extra ammunition. Police officers who may be sick, injured,

New

9:7.3-4

FIREARMS

9:7.3-4 Carrying Revolver While Participating in Demonstrations, etc., Prohibited:

(1) Police Officers participating in any picketing, protests and/or demonstrations are forbidden to carry their service revolvers or authorized off-duty weapons.

(2) Police Officers who intend to participate in any picketing, protests and/or demonstrations shall submit a report to their commanding officers. Said report shall contain officer's intention, date, time and location of the picketing, etc.

(3) Submission of this report releases the police officer of the provisions of R & R 9:7.1 while traveling to, participating in, and returning from said picketing, etc.

(4) Police Officers shall be guided by the provisions of R & R 9:5 Care of Firearms, Off Duty, with regard to the security of their firearms while participating in the picketing, protest, and/or demonstration.

or on vacation leave, or on any other authorized leave are not required to carry a revolver. Police officers who elect to carry their official service revolver or other authorized off-duty revolver while on sick, injured, or vacation or training leave on any other authorized leave consistent with these Rules and Regulations are required to keep such revolver fully loaded and in a serviceable operating condition. They shall also carry six rounds of extra ammunition. Police officers who are suspended shall not carry a revolver under any circumstances.

9:7.2 Carrying Required Equipment While on Leave. Police officers who elect to carry their revolver when on vacation, or when on sick or injured leaves shall also carry their badge, their identification card, and their billy.

9:7.2.1 Carrying Service Revolver While on Sick Leave.

(1) All personnel who are on sick leave for 14 days, and remain on sick leave, will submit their service revolver to their permanently assigned command. The command will arrange for receiving and storing the weapon until the officer returns to duty.

(2) All personnel who are expected to be on an extended sick leave (14 days or longer by the Department Surgeon's prognosis) will immediately submit their revolver to their permanently assigned command.

(3) All personnel on sick leave owing to head injuries, or a neurosis or psychosis condition, or alcohol problem, (again by the Department Surgeon's diagnosis) will submit their revolver to their permanently assigned command.

(a) Commands will be advised by the Department Surgeon of the diagnosis and arrange for receiving and safely storing the revolver. Weapons will not be returned until so advised by the Department Surgeon.

9:7.3 Manner of Carrying Revolver

9:7.3.1 Police Officers On Duty.

(1) Male police officers in uniform shall carry their revolvers in holsters attached to their garrison belt, or to a supplementary belt beneath the blouse or overcoat when these garments are worn.

(2) Detectives and other police officers not in uniform shall carry their revolvers in shoulder holsters or in holsters attached to their trouser belt.

(3) Policewomen in uniform shall carry the revolver in the regulation holster handbag. When in plain clothes they shall carry their revolvers securely but readily accessible to use.

9:7.3.2 Police Officers Off Duty. Police officers off duty shall carry the revolver on their person readily accessible, but at the same time not exposed to public view.

9:7.3.3 Carrying Revolver and Other Required Equipment On and Off Duty. Police officers when on or off duty shall carry on their person their official police revolver, their badge, identification card, billy, both whistles, summons book and signal box key. Police officers when off duty may carry their

"off duty revolver" instead of their official police revolver" when authorized to do so by the Chief of Police. This Rule does not apply to police officers who are on extended, or on sick or injured leaves or who have been suspended. See Rule 9:7.2.

9:7.3.4 Carrying Revolver While Participating in Demonstrations, etc., Prohibited.

(1) Police Officers participating in any picketing, protests and/or demonstrations are forbidden to carry their service revolvers or authorized off-duty weapons.

(2) Police Officers who intend to participate in any picketing protests and/or demonstrations shall submit a report to their commanding officers. Said report shall contain officer's intention, date, time and location of the picketing, etc.

(3) Submission of this report releases the police officer of the provisions of R & R 9:7.1 while traveling to, participating in, and returning from said picketing, etc.

(4) Police Officers shall be guided by the provisions of R & R 9:5 Care of Firearms, Off Duty, with regard to the security of their firearms while participating in the picketing, protest, and/or demonstration.

9:7.4 Non regulation Revolver Prohibited. Police officers who carry and employ revolvers other than those that have been inspected and approved by the Police Department shall be subject to disciplinary action.

9:7.5 Territorial Restriction.

(1) Police officers travelling outside the limits of the State of New Jersey shall carry their revolver only with the permission of the outside authority within whose boundaries they travel.

(2) Police officers travelling in fresh pursuit or in other official capacity requiring them to carry their revolver shall notify and obtain the permission of the outside authority as soon as practicable either before or after they enter the outside territory.

9:7.6 Storage of Revolver When on Extended Leave. Police officers on extended leave may leave their revolvers at the Firearms Section of the Police Academy but only after they have obtained permission from their commanding officers to do so.

9:8 POSSESSION OF THE REVOLVER

9:8.1 Sale or Other Disposition of the Revolver. A police officer of this Department shall not sell, give, loan or otherwise dispose of a revolver or other deadly weapon unless the person receiving the revolver or weapon has a permit to purchase same as provided by New Jersey Statute 2A:151 et seq and such transaction has been approved in writing by the Chief of Police. This Rule does not apply to situations where a police officer of the Department temporarily loans his revolver or other weapon during an emergency to another police officer or person who has been summoned to assist in making an arrest or in preserving the peace.

9:8.2 Not to Be Left in Vehicle or Other Unauthorized Location. Police officers shall carry their service revolver on their person at all times. They shall not leave it in a motor vehicle or at any other unauthorized location. For example, they shall not

place their revolvers on the seat or in the glove compartment of an automobile or in a suit case, nor shall they holster it in a rest room.

9:8.3 Loss of the Revolver. Loss of the official police revolver through carelessness or neglect shall be deemed a serious violation of Department regulations. Commanding officers shall prefer charges under Rule and Regulation 6:6 Neglect of duty as set forth in Chapter 6, "Rules of Discipline."

9:9 Ammunition Issue. The initial issue and the replacement of ammunition for Departmental revolvers shall be made by the Department without expense to the police officer. The Department shall replace rounds of ammunition that have become unserviceable and rounds that have been expended in the line of police duty.

9:10. Automatic Pistol

9:10.1 Authorization to Carry. Under certain conditions, due to specialized assignment, a Divisional Commander may authorize a department member to carry the Department issued Smith and Wesson, Model 39, Automatic Pistol on duty. The authorized member MUST first be properly trained in its use prior to issue. After authorization is granted, this weapon shall be referred to as the Officer's "official police revolver" for administrative purposes, whether it be issued on a permanent basis or for special assignment. All Rules and Regulations consistent with department policy regarding the "official police revolver" shall be followed and obeyed.

9:10.2 Methods of carrying Automatic Pistol.

9:10.2-1 Empty Chamber-Hammer Down-Safety On. This is the safest manner of carrying the automatic pistol. Authorized personnel while not in the field shall holster the automatic pistol with Empty Chamber-Hammer Down-Safety On, unless circumstances warrant otherwise.

9:10.2-2 Round in Chamber-Hammer Down-Safety On. It shall be mandatory for officers working the field to holster their automatic pistol with Round in Chamber-Hammer Down-Safety On

9:10.3 Loading and Unloading. Provisions shall be made by the commands using the Department issued Automatic Pistol to provide a safe area for the loading and unloading of this weapon. Officers shall observe all the safe practices prescribed and taught by authorized department firearms instructors for the loading and unloading of this weapon.

9:10.4 Ammunition

9:10.4-1 Ammunition Issue. The initial and the replacement of ammunition for the department issued Automatic Pistol shall be made by the department without expense to the Police Officer.

9:10.4-2 Replacement of Ammunition. The department shall replace rounds of ammunition that have become unserviceable and rounds that have been expended in the line of police duty.

9:10.4-3 Extra Ammunition. Officers authorized to carry the department issued Automatic Pistol on duty shall also carry one loaded magazine or clip (8 rounds) of extra ammunition.

9:10.5 Storing of the Automatic Pistol. The Smith and Wesson, Model 39, Automatic Pistol shall be stored with the magazine removed and the slide locked in the open position.

9:10.6 Training. No Department member shall be authorized to carry or use the Department issued Smith and Wesson, Model 39, Automatic pistol on duty without first being properly trained in its use.

9:10.7 Off Duty Weapon. Department members authorized to carry the Department issued Automatic Pistol on duty shall return it to their command when they go off duty and retrieve their service revolver (38 Cal. Smith and Wesson) for off duty use. In no way does the authorization to carry the Department issued Automatic Pistol while on duty allow members to purchase an automatic pistol for off duty use.

CHAPTER 10

COURTESIES AND RECOGNITION

10:1 SALUTING AND MILITARY COURTESY

10:1.1 Observance of the Proprieties. Certain proprieties of military courtesy as enumerated in this chapter shall be strictly observed.

10:1.2 Addressing Superior Officers. Police officers and civilian employees shall address or refer to a superior officer on duty, by his appropriate title of rank. When a police officer has occasion to speak to a deputy chief, he shall address him as "chief." When a police officer has occasion to make a reference concerning a deputy chief the title "chief" shall be considered proper.

10:1.3 Addressing Subordinate Officers. Superior officers shall use the title "patrolman," "officer" or "detective" when addressing or referring to a policeman or policewoman.

10:1.4 Addressing a Chaplain. Chaplains shall be addressed as "Chaplain." A Catholic Chaplain may be addressed as "Father." A Jewish Chaplain may be addressed as "Rabbi" and a Protestant Chaplain as "Reverend".

10:1.5 Undue Familiarity. Undue familiarity between superior officers and personnel of subordinate rank shall not be permitted.

10:1.6 Reporting to a Superior Officer in His Office. When reporting to a superior officer in his office, a police officer shall remove his headress, knock, and enter when told to do so. Upon entering, he shall march up to within two paces of the superior officer's desk, salute and report, "Sir, (give rank and name) is reporting to (give the superior's rank and name)." When the business is completed, the police officer shall salute, execute an about face and withdraw.

10:1.7 RESPECT ACCORDED CERTAIN POSITIONS AND RANK Whenever, The Mayor, the Police Director, Chief of Police, or uniformed Superior Officer above the rank of Lieutenant shall enter any room in which there are members of the Department, (except in a trial room or court room, or when engaged in the performance of police duties which make it impracticable), the first member to become aware of the presence of such person shall promptly call "ATTENTION" and all such members present shall promptly assume the position of attention, and so remain until such person leaves the room, or until otherwise ordered or directed by such person.

10:2 SALUTING REGULATIONS

10:2.1 Manner of Saluting. Salutes shall be executed by police officers in uniform with the right hand or with the baton held in the right hand in the following manner.

10:2.1-1 Hand Salute. The right hand shall be raised smartly until the tip of the forefinger touches the lower part of the headress or forehead above and slightly toward the right eye, with the thumb and fingers extended and joined. The palm shall be held to the left, upper arm horizontal, forearm inclined at 45 degrees with hand and wrist held straight, at the same time the head shall be turned toward the person saluted. To complete the salute, the arm shall be dropped to its normal position at the side in one motion and at the same time the head and eyes shall be turned to the front.

10:2.1-2 Baton or Nightstick Salute. The handle of the baton shall be grasped firmly in the right hand with the thumb extended. The baton shall be raised so that the hand will be at the height of the chin with the back of the hand held to the front. The baton shall be held at a 30 degree angle.

10:2.1-3 When Right Hand is Engaged. When the right hand is engaged in the performance of police work, a police officer shall when practicable, transfer objects to his left hand preparatory to saluting.

10:2.1-4 When Both Hands Are Engaged. Salutes shall not be rendered by police officers when carrying articles with both hands, or when they are otherwise so occupied as to make saluting impracticable.

10:2.1-5 When the Baton or Nightstick is Carried. When the baton or nightstick is carried police officers shall tender the baton salute.

10:2.1-6 Saluting When Covered.

(1) In uniform without baton—Execute the right hand salute

(2) In uniform with baton—Execute the baton salute

(3) In uniform at indoor ceremonies, the headress shall be worn and the salute shall be rendered during the playing of the National Anthem

(4) In civilian clothes—police officers may remain covered and execute the hand salute when circumstances of weather or personal health require.

10:2.1-7 Saluting When Uncovered.

(1) In uniform Stand at attention—Place the right hand diagonally across the heart pointing toward the left shoulder

(2) In civilian clothes - Stand at attention — Place the right hand over the heart pointing toward the left shoulder

10:2.1-8 Saluting the Colors and the National Anthem.

(1) When Not Standing in Formation and in Uniform

(a) To the Colors—police officers shall face the flag standing at attention and tender the regulation salute when the colors arrive within six paces and hold the salute until the colors have passed by six paces.

(b) To the National Anthem—police officers shall face the flag and render the prescribed salute. If no flag is present they shall face the source of the music. Salutes shall commence at the first note of the anthem and shall be held until the final note has been sounded.

(2) *When Not Standing in Formation and in Civilian Clothes* To the Colors and the National Anthem—police officers shall remove any headdress with the right hand and then hold headdress over the heart during the playing of the National Anthem.

10:2.1-9 When National Colors Pass to the Rear. At the approach of the National Colors to the rear or to a position parallel to the rear of an assembled formation of Department police officers, these police officers shall be called to "Attention" by the police officer in charge. No salute shall be tendered by the police officers in formation. The police officer in charge, however, shall render the regulation salute.

10:2.1-10 When Foreign National Anthems Are Played. The same marks of respect shall be shown to the National Anthem of any other friendly country when it is played upon official occasions.

10:2.2 Distance Tendered. Except at ceremonies police officers shall not tender salutes at distances greater than thirty paces. The correct saluting distance shall be at six paces and shall be observed when practicable.

10:2.3 Saluting Precision. Salutes between police officers shall be tendered and returned with smart-

ness and precision. Salutes shall never be returned in a casual or perfunctory manner.

10:2.4 Saluting Positions.

10:2.4-1 Tendered from Walking or Standing Position. The regulation salute shall be tendered and returned from either the walking or standing position with exceptions to be observed as follows:

10:2.4-2 Tendered by Superior Officer When Seated. A superior officer when seated may return the salute of a subordinate without rising to his feet.

10:2.4-3 Tendered by Subordinate Officer When Seated Indoors. A subordinate who is seated while performing a necessary task need not rise to salute a superior officer or otherwise recognize his presence if this superior officer is merely passing. Indoor salutes shall not be exchanged except when a subordinate officer is reporting to a superior officer.

10:2.5 Holding the Salute. Salutes tendered shall be held until the person saluted either returns or acknowledges the salute.

10:2.6 Smoking While Saluting Prohibited. Before tendering a required salute, a police officer shall discard any cigar, cigarette or pipe held in his hand or mouth.

10:2.7 Mounted Police Officers and Saluting. A police officer is considered mounted when he is riding a horse, when he is seated on a motorcycle or when he is seated within a vehicle. He need not stand or dismount to give the regulation salute. A police officer while mounted shall initiate either the regulation hand or the baton salute when coming into the presence of a superior officer. A police officer on foot shall initiate either the regulation hand or baton salute before addressing or before being addressed by a superior officer who is mounted.

10:3 WHEN THE SALUTE IS REQUIRED

10:3.1 In Uniform. The regulation hand or baton salute shall be tendered and returned by a police officer when in uniform whether covered or uncovered. Police officers wearing office coats with badge and insignia attached shall be considered in uniform. Police officers in uniform shall tender the prescribed salute when meeting and passing a superior officer, or a visiting superior officer from another department. Police officers shall render the salute but once, providing the superior officer continues to remain in the immediate vicinity, and providing that conversation between them does not take place.

10:3.2 At Public Ceremonies. The regulation hand or baton salute shall be tendered:

(1) Immediately before addressing a person or group entitled to a salute.

(2) During the playing of the National Anthem.

(3) When facing the approach and the passing of the National Colors.

(4) At the passing of the remains of a Dignitary of Church or State, a Chaplain, or a police officer of the Department regardless of rank.

(5) To the flag-draped casket of any person and,

(6) At the command of the superior officer or police officer in charge.

10:3.3 Salute by Police Officers to Superior Officers.

10:3.3-1 Salute by Group Not in Formation. When a group of police officers not in formation are approached by a superior officer, the first police officer noting the superior officer shall call "attention", after which every police officer of the group shall execute a salute.

10:3.3-2 Salute by Leader of Formation. When in formation, the police officer in charge shall bring his group to attention before he himself salutes. All police officers in formation shall remain at attention;

only the police officer in charge shall execute a salute.

10:3.4 Salutes Tendered to Dignitaries and Superior Officers.

(1) Police officers of the Department shall tender regulation salutes to the following persons promptly upon recognition:

- (a) The President and Vice-President of the United States,
- (b) Members of the President's Cabinet,
- (c) Members of the Congress of the United States,
- (d) The presiding ruler of any foreign state or country,
- (e) The Governor of the State of New Jersey,
- (f) The Governor of any state in the Union while on an official visit,
- (g) Ranking dignitaries of Church,
- (h) The Mayor of the City of Newark,
- (i) Members of the Newark City Council.

(2) Police Officers of the Department of lesser rank shall tender regulation salutes to the following members of the Police Department promptly upon recognition:

- (a) The Director of Police,
- (b) Department Chaplains,
- (c) The Chief,
- (d) Deputy Chiefs,
- (e) Inspectors,
- (f) Captains,
- (g) Lieutenants,
- (h) Sergeants.

10:3.5 Salutes Not to Be Tendered.

- (1) While running—Come to a halt or walk before saluting.
- (2) While in ranks and not at attention—Come to attention when about to be addressed by a superior officer. In this case, a salute is not executed.
- (3) While driving a vehicle that is in motion.
- (4) While actively engaged at work.
- (5) While crossing a thoroughfare when traffic requires undivided attention.
- (6) While in church, in a theater, in places of public assemblage, or in a public conveyance.

10:4 DEPARTMENT COLOR GUARD REGULATIONS

10:4.1 Maintaining the Colors in Carry Position. The police officer of a Department Color Guard carrying the National Colors shall maintain the colors in the "carry" position at all times.

10:4.2 Passing a Reviewing Officer or Body. When passing a reviewing officer or body, the Department Colors shall be dipped, on command, six paces before reaching the officer or group. When the colors have passed six paces beyond, they shall be returned to the carry position.

10:4.3 Saluting Department Colors. Whenever a salute is tendered by the uniformed ranks while Na-

tional and Department Colors are present, the Department Color Bearer shall tender a salute by lowering the staff forward to arms length (staff about 45 degrees) without removing it from the carrier.

10:4.4 Returning Colors to Carry Position. At the commands "cover", "carry batons" and "front" and when the hand of the commander has been lowered from salute position, the Department Colors shall be raised to the position of "carry."

10:4.5 National Flag Not to Be Dipped. The National Flag shall not be dipped by way of salute.

10:5 DISPLAY OF THE NATIONAL COLORS

10:5.1 Display of the Flag. The Flag of the United States of America shall be displayed at Police Headquarters, at the Emergency Bureau, at the precinct stations and at the Police Academy from sunrise to sunset everyday throughout the year, weather permitting.

10:5.2 Doorman's Responsibility. Doormen assigned to all Department buildings shall be charged with carrying out the procedure for display of the flag. When a doorman is not assigned, the desk officer shall delegate this responsibility to another policeman.

10:5.3 Display of Flag on Memorial Day. On Me-

morial Day (May 30) the National Flag shall be displayed at half-staff from reveille until noon. Immediately before noon the flag shall be hoisted to the top of the staff and shall remain there until lowered at the end of the day.

10:5.4 Raising and Lowering of the Flag. The flag shall be hoisted briskly to the raised position but shall be lowered slowly when being taken down for the day.

10:5.4.1 Position of the Union. The union of the flag shall be placed at the peak of the staff when the flag is displayed from horizontal or vertical staff or at an angle when displayed from a building.

10:5.4-2 Half-staff Display. The flag shall be hoisted to the peak for an instant before lowering to half-staff. The flag shall be lowered for the day by first raising it to the peak.

10:5.4-3 Half-staff Position. The position of the flag when lowered to one-half the distance between the top and the bottom of the staff shall be at half-staff.

10:5.4-4 Display Other than from Staff. When the flag is displayed other than from a staff, whether in or out of doors it shall be displayed flat. When displayed against a wall either vertically or horizontally, the Union shall be placed uppermost to the observer's left.

10:5.5 Flag Draped Casket. When used to drape a casket, the flag shall be placed so that the Union appears at the head and over the left shoulder of the deceased.

10:5.5-1 Lowering of Casket. The flag shall not be permitted to touch the ground while the casket is being lowered into a grave.

10:5.5-2 Carrying Casket. The flag draped casket shall always be carried foot first.

10:5.6 Death of Police Officer. Immediately upon receiving the report of the death of a Department police officer, the flag on the building to which the deceased was assigned shall be lowered to half-staff. The flag shall be so flown, daily until sunset, on the day of the funeral.

10:5.7 Death of Chief, Deputy Chief or Inspector. Upon the death of the Chief, a deputy chief or an inspector, flags in all Department buildings shall be lowered for the time specified as set forth in Rule 10:5.6.

10:5.8 Police Officer Killed on Duty. Upon the death of a police officer, killed in the discharge of his duty, the flag shall be flown at half staff on the station of his assignment for a period of ten days. On the day of the funeral, the flag shall be flown at half-staff on all Department buildings from sunrise to sunset.

10:6 CARE OF THE NATIONAL COLORS

10:6.1 Respect of the Flag. Precaution shall be taken in handling to prevent the flag from becoming soiled. Care shall be exercised so that the flag shall not touch the ground or be allowed to brush against any object.

10:6.2 Soiled Flags. Soiled flags may be laundered

or dry cleaned but proper respect shall be exercised when they are spread out for drying.

10:6.3 Worn-out Flags. Worn-out flags shall be forwarded to the Police Academy where they shall be burned without ceremony.

CHAPTER 11

BAIL

11:1 OFFENSES BAILABLE BY MAGISTRATE

A magistrate may admit to bail any person charged with any criminal offense *except* treason, murder, kidnapping, manslaughter, sodomy, rape or armed

robbery. See *Court Rule* § 9-1 (a) effective September 13, 1965.

11:2 DENIAL OF BAIL BY MAGISTRATE

When a person charged with a criminal offense is committed to jail, after a hearing, *because bail has been denied him*, only a judge of the superior court

or county court may thereafter admit such person to bail. *Court Rule* § 9-1(b)

11:3 INDICTABLE OFFENSES RESERVED TO COURT

Only a magistrate shall have the power to admit to bail any person arrested and charged with an in-

dictable offense, however, he cannot bail in all cases, see sections 1 and 2 above. *Court Rule* § 9-2(a)

11:4 ABSENCE OF THE MAGISTRATE

In the absence of the magistrate, a person arrested and charged with a criminal offense *which is not an indictable offense and which may be tried by the*

magistrate, may be admitted to bail by the clerk of the court, see section 5 following. *Court Rule* § 9-2 (a)

11:5 ABSENCE OF BOTH MAGISTRATE AND CLERK

In the absence of the magistrate and the clerk, a person arrested and charged with a criminal offense *which is not an indictable offense and which may be tried by the magistrate*, may be admitted to bail by the Chief of Police, or the officer acting in that capacity, or the police officer in responsible charge of the police building or detective division desk. *Court Rule* § 9-2 (a); *New Jersey Statutes* 2A:8-27. See sections 7, 8, 9, 10, 16, 17, 18, 19, 20, and 22.

11:5.1 Absence of Magistrate Explained. The magistrate shall be considered absent when his court is closed or when he has left his court for the day.

11:5.2 Absence of Clerk Explained. The clerk of the court shall be considered absent when the court is closed, (Saturdays, Sundays and Holidays), or has closed for the day, or after 4:00 P.M. on any regular business day.

11:6 BUSINESS HOURS OF THE COURT

The regular business hours of the court shall be from 9:00 A.M. to 4:00 P.M., Monday through

Friday.

11:7 POLICE SHALL NOT BAIL DURING BUSINESS HOURS

Police officers shall not admit to bail during the regular business hours of the court, unless the court is closed and bail shall not be taken during these

hours except with the consent of the court (magistrate or clerk).

11:8 POLICE SHALL NOT BAIL FOR BOOKMAKING OR LOTTERY OFFENSES

A police officer shall not admit to bail any person arrested and charged with bookmaking or lottery

offenses.

11:9 ARRESTING OFFICER SHALL NOT BAIL

The arresting officer shall not fix bail, nor shall he

take bail. *Court Rule* § 9-2.

11:10 POLICE SHALL NOT BAIL IN CERTAIN ASSAULT AND BATTERY CASES

A police officer shall not admit to bail persons charged with assault and battery unless it is known through observation, a medical report, or assigned

detective's investigation, that the injury is not serious and the offense would probably be non-indictable.

11:11 ACCEPTING BAIL IN INDICTABLE OFFENSES

After the magistrate has set the bail for a person who has been arrested and charged with an indictable offense, which is bailable, (see preceding section 11 1) authority is granted to the Chf of Police, or

officer acting in that capacity, or to the *police officer in responsible charge of the Detective Division desk to accept bail* in the amount set by the magistrate. *Court Rule 8 9-2. (b)*

11:12 PROCEDURE FOR ACCEPTANCE OF BAIL

When bail is taken the officer accepting the bail shall

the police station or detective division desk and complete the Bail Bond receipt.

(1) Fill in the "arrest and custody" section of "Arrest Report" form DP1 800.

(1) List the necessary information on Bail Bond Envelope, form SP-247, endorse the recognition and forward to the court having jurisdiction over the offense charged.

(2) Make proper entry in the Bail Bond Book at

11:13 BAIL FOR WITNESS

Every magistrate shall, when the ends of justice so require, bond with sufficient surety all persons who can give testimony against one accused of a criminal

offense punishable by death or imprisonment in State Prison, whether the offender be arrested, imprisoned, bailed, or not. *Court Rule 8 9-3*

11:14 THE PAYMENT OF BAIL

Only cash bail shall be accepted by any police

officer who is authorized to admit to and accept bail

11:15 RELEASE IN OWN RECOGNIZANCE

When directed by any magistrate no cash need be required and the person arrested may be released on his own recognizance or in the custody of his attorney. *Court Rule 8 9-4. Police officers shall assist*

the magistrate, if he should inquire, by advising him of the defendant's reputation and standing in the community, if it is known or can easily be learned

11:16 AMOUNT OF BAIL FOR TRAFFIC OFFENSES

Police officers admitting to bail persons arrested and charged with non-indictable traffic and motor vehicle violations shall accept cash bail in amounts

equal to the maximum fine charged upon convictions for the specific violation plus costs, unless otherwise ordered by the court.

11:17 AMOUNT OF BAIL FOR OTHER NON-INDICTABLE OFFENSES

The police officer admitting to bail persons arrested and charged with other non indictable offenses, shall accept cash bail in conformance with applicable Departmental Orders, unless otherwise ordered by the court. In unusual circumstances the police officer may assist the magistrate in arriving at a proper bail

and shall consider.

(1) The gravity of the offense charged

(2) The standing of the prisoner in the community

(3) The cooperativeness of the prisoner

11:18 UNDER INFLUENCE OF NARCOTICS OR INTOXICANTS

Police officers shall not admit to bail persons who are apparently under the influence of narcotics or

intoxicants unless they can be released to the care of a responsible person

11:19 PRECINCTS NOT TO ACCEPT BAIL FOR INDICTABLE OFFENSES

Precinct desk officers shall not admit to nor accept bail for any person arrested and charged with an indictable offense. Persons arrested and charged with

an indictable offense, who are to be bailed, shall be transported to the Detective Division Headquarters where they shall be turned over to the officer in

charge at the main desk, who shall accept bail in accordance with the directions of the magistrate, after investigation has been made.

11:20 POLICE SHALL NOT BAIL ON WARRANTS THAT ISSUE OUT OF COUNTY COURTS

When arrests are made on warrants on a complaint by a county judge, that originated in the county courts, bail must be set

11:21 PRISONERS RETURNED FROM HEADQUARTERS TO PRECINCTS FOR NON-INDICTABLE OFFENSES

Whenever a person arrested and charged with a non-indictable offense has been sent to the Detective Division, or to the cell block for processing, the precinct desk officer shall not accept bail for such prisoner unless the prisoner is first returned to the precinct station.

11:22 JUVENILES SHALL NOT BE BAILED

Police officers shall not admit to bail any juvenile offender who may be taken into custody. They shall follow Court Rule 6 B 3.

11:23 BAIL FORWARDED TO COURT

The desk lieutenant shall forward the Bail Bond Envelope containing the cash, the Station Bail Book and the Bail Receipt Book to the court having jurisdiction over the offense. The envelope to court shall have the Station Bail Book signed by the court clerk as acknowledgment of the receipt of bail funds.

11:23.1 The Court Clerk Shall Sign Receipt Book. The member detailed to transport the Bail Bond Envelope to court shall have the Station Bail Book signed by the court clerk as acknowledgment of the receipt of bail funds.

11:24 RECOMMENDATIONS OR SOLICITATIONS ON BEHALF OF BONDSMEN OR ATTORNEYS PROHIBITED

Police officers shall not solicit, suggest or recommend, to any Magistrate, Judge, Court Clerk, or any other person, that any prisoner be bailed or paroled unless under extreme emergency circumstances. Nor shall any police officer, at any time, solicit, suggest, or recommend to any prisoner, Magistrate, Judge, Court Clerk or any other person the name of any person, attorney, counsel, or bondsman, with a view to the prisoner's defense. Police officers shall not become surety for any person arrested for any offense, without the permission of the Police Director or Chief of Police, nor shall they release a prisoner from custody, except as provided by law.

CHAPTER 12

COURTS AND COURT PROCEDURES

12:1 LOCATIONS OF COURTS

Police officers shall be familiar with the location of the Municipal Courts, the County Court, and any other court in which they may have to appear.

12:2 KNOWLEDGE OF THE LAW

Police officers shall be familiar with the *Disorderly Persons Act*, the Criminal and Traffic laws of the State of New Jersey, the pertinent Ordinances of the City of Newark and the *New Jersey Court Rules*, so that they may intelligently and effectively discharge their duties.

12:3 COMPLAINT BY ARRESTING MEMBER

Police officers who make an arrest shall appear in sufficient time, before court convenes to sign the complaint. When the arrest is for an indictable offense they shall, if possible, confer with the Prosecutor's representative assigned to the case. In arrests involving multiple offenses, it may be necessary for police officers to make arrangements with the court clerks so that the complaints may be prepared the day before the arraignment.

12:4 SIGNING OF COMPLAINT

Police officers shall not sign complaints (except for traffic offenses) unless an arrest was made by them or, in case of indictable offenses, they have sufficient and adequate information and belief to make such a complaint.

12:4.1 Reporting to Court Security Superior. Police officers of the Department required to appear in Municipal Court shall report upon their arrival and before they leave to the superior officer in charge of court security.

12:4.2 Inability of Police Officer to Attend Court. When a police officer cannot be present in court at the time specified, he shall notify the desk lieutenant, if assigned to a precinct or his immediate superior officer, if otherwise assigned, giving reason for his absence and stating when he can be present. The desk lieutenant or the immediate superior officer shall re-

lay this information to the court. It shall be the duty of the police officer unable to be present to submit a written report as soon as possible thereafter to his commanding officer covering all the facts in the case.

12:4.3 Complainant Unavailable or Evidence Lacking. When there is a defendant in custody and the complainant is unable to appear (because of physical injury or disability, or for any other reason), or when the evidence is incomplete, police officers having the defendant in custody shall notify the magistrate to that effect.

12:4.4 Securing Attendance of Complainant. When an arrest is made and the complainant is reluctant to prosecute, the arresting officer shall obtain a subpoena from the magistrate having jurisdiction, to secure the attendance of the complainant, so that the ends of justice may be served.

12:5 COURT APPEARANCE

12:5.1 Arresting Officer. Police officers shall appear in court to testify against any person whom they may arrest, except in those arrests in which a police officer other than the arresting officer has been authorized, by the hearing judge or magistrate, to arraign a defendant or represent an arresting officer. In the event that a prisoner is to be arraigned by an officer other than the arresting officer, it shall be the duty of the arraigning officer to notify the arresting officer of the date and time of the arraignment. In any case, the arraigning officer shall have a copy of

the prisoner's prior record, if any, and all the evidence in the case.

12:5.2 Arraigning Officer Other than Arresting Officer. It shall be the duty of the police officer having the responsibility of making the final investigation to see that the complainant and witnesses, if any, are in court on the first court appearance date. The police officer shall provide the court with their names and addresses, so that the court may make notification in case of postponement.

12:6 CARRYING OF MEMORANDUM BOOKS

Police officers shall make accurate observations of all matters relating to duty. Notes shall be made at the time, of the particulars of a case, so that police officers can refresh their memories, if necessary, when

called upon to give testimony. Memorandum books shall be carried and preserved for future reference. Police officers shall produce them as may be required by orders or as evidence.

12:7 COMMUNICATING KNOWLEDGE OF EVIDENCE TO OTHER POLICE OFFICERS

When more than one police officer takes part in an arrest or in an investigation, each discovery of evidence by any one police officer shall be communicated to the other police officers concerned so that

all may be able to testify relative to such evidence. Each police officer shall also execute the "Continuation Report" DP1:795.

12:8 APPEARANCE IN DRUNKEN DRIVER CASES

Police officers of the Department appearing in drunken driver cases shall report to the superior officer

in charge of such cases and remain in court until excused by such superior officer.

12:9 ANSWERING SUBPOENA IN COURT

Police officers under subpoena or direction to attend court or other judicial body shall report at the time and date specified and remain available until

their case is terminated or until they are advised by the court or the person who subpoenaed them that their presence is no longer necessary.

12:10 LISTING OF EVIDENCE AND PROPERTY

Police officers shall be responsible for executing a "Property and Evidence Receipt," form DP1 152 for all evidence or property coming into their possession except that personal property shall be listed on the "Arrest Report," form DP1 800. All such property to be used as evidence shall be placed in the evidence

receptacle where it shall remain until collected and transported to the Property Room by a property clerk. If perishable, fragile or too bulky, the evidence shall be given over to the desk lieutenant for safeguarding.

12:11 PRODUCING EVIDENCE AND RECORDS IN COURT

Police officers shall be responsible for producing or having produced all evidence in the case when their prisoners are arraigned in Municipal Court. Such evidence shall be picked-up at the Property Room. Evidence and property to be produced in a

County Court will be brought to the particular County Court, under subpoena, by the property custodian. Police officers shall have the prisoner's record available, if any, should the court request same.

12:12 ASSIGNMENT OF COURT SECURITY OFFICERS

The Police Director will assign police officers of the Department to serve as court security officers in

the Municipal Courts. They shall promptly and efficiently perform the duties required of them.

12:13 COURT SECURITY OFFICER SUPERVISION

Court security officers shall be under the direction of the magistrate of the court to which they are assigned while the court is in session and have such hours of duty as may be prescribed by the Commanding Officer of the Administrative Division. They shall be directly supervised by a superior officer of the Bureau of Special Assignments assigned to court security.

carefully guard the prisoners turned over or entrusted to them, and shall when ordered execute warrants, serve summonses and subpoenas issued from the court, cooperate with counsel representing the City of Newark and/or police officers, and shall attend to all other matters required of them.

12:13.1 Duties of Court Security Officers. Court security officers shall maintain strict order in court, shall carry out the directions of the magistrate, shall

12:13.2 Custody of Defendant. When a defendant appears before a court in a summons case in which the appearance of an officer is not required and the defendant is committed, the court security officer shall be responsible for the custody of the defendant.

12:14 REQUESTS FOR LEGAL ASSISTANCE

In the event that a police officer feels that the services of the corporation counsel are needed in court for police cases or cases involving police personnel, he may, through his commanding officer, make written request for legal assistance, without delay. The commanding officer shall forward such

request to the Chief of Police who shall, at his discretion, communicate the request to the corporation counsel. When there is a time limitation commanding officers shall advise the Chief of Police by way of telephone or in person. The usual written request, executed on an 'Administrative Submission' shall follow.

12:15 CIVIL ACTION AGAINST MEMBERS

When served with papers in a legal procedure to recover damages for an act or action taken in the discharge of police duty, a police officer shall forward the original papers together with a statement of the facts from which the cause of action arose, through his commanding officer, to the Chief of Police for investigation. The Chief of Police after re-

viewing the case shall report to the Police Director as to whether or not the police officer was engaged in the proper discharge of police duty, with a request that the corporation counsel, be assigned to defend the action if, in fact, the police officer was engaged in the proper discharge of his duty.

12:16 PERSONAL APPEARANCE IN COURT

A basic part of processing a criminal case by a police officer is his appearance in court as a witness. The successful prosecution of a defendant often depends on his appearance and his ability to testify properly when he takes the witness stand. He can create the proper impression by his manner or approach to the situation.

12:16.1 Dress in Court of Uniformed Police Officers. Uniformed police officers of the Department in attendance at court or before the Grand Jury shall appear in the prescribed uniform or, if off duty, in civilian clothes according to the General Order governing the "Wearing of Civilian Clothes," which requires, the wearing of a business suit, or sport coat and slacks with the dress type shirt and tie. All civilian wearing apparel shall be of a conservative nature and shall be neat in total appearance.

12:16.2 Dress in Court for Detectives and Plainclothesmen. Detectives and plainclothesmen in attendance at court or before the Grand Jury shall appear in civilian clothes according to the General

Order governing the "Wearing of Civilian Clothes," set forth in the preceding Rule and Regulation, 12:16.1

12:16.3 Identification in court. Any police officer or civilian employee appearing in Municipal Court on police cases shall wear his badge conspicuously on the left breast of his outermost garment. Police officers in uniform shall also wear the name tag and holder.

12:16.4 Personal Grooming. The uniform or civilian clothes worn in court by police officers or civilian employees shall be clean and neatly pressed. Members must present a well groomed appearance. No aspect of cleanliness and neatness shall be overlooked—hair combed, face shaved, shoes shined, tie worn straight and fingernails clean.

12:16.5 Revolver in Court. A police officer shall wear his revolver in an inconspicuous manner while attending court. He shall not fondle his revolver, keys or buttons.

12:17 Demeanor in Court

A police officer's demeanor in court prior to testifying shall be above reproach and he shall conduct himself in a way that will reflect favorably upon the Department.

12:17.1 Socializing in Court. Police officers shall not socialize, or visit with fellow officers and acquaintances, or voice loudly any opinions in the courtroom and court hallways.

12:17.2 Taking the Oath. When the court clerk administers the oath, police officers shall stand erect and follow the instructions as they are given to them.

12:17.3 Position and Attitude in Witness Chair. Police officers shall seat themselves in the witness chair so that they have a full view of the jury, attorneys, court stenographer and defendant. They shall use proper English in making their replies and shall avoid slang or jargon, unless they are quoting words uttered by another person as part of their testimony.

12:17.4 Response to Questions. Police officers or civilian employees shall not respond to questions too quickly nor volunteer information. They shall make sure that they understand the question before they attempt an answer. Whenever possible, police officers shall answer questions, "Yes" or "No." If this cannot be done they shall make their answers as specific and brief as the situation warrants. If they are confused by the question they shall ask the Judge for assistance.

12:17.5 Telling the Truth. At all times when making any official statement, or deposition or when testifying, police officers and civilian employees shall **Tell the Truth**, even if their answer is favorable to the defendant.

12:17.6 Avoiding Display of Personal Feeling. Police officers shall avoid all appearance of personal feeling when testifying.

12:17.7 Courtesy. Police officers shall be courteous

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regardless of the tactics used by the defense attorney. They shall be attentive and respectful to the court.

12:17.8 Impartiality and Sincerity. The police officer shall be frank, impartial and sincere in his testimony.

12:17.9 Preparation for Testifying. The police officer shall make adequate pretrial preparation to insure that his testimony will be correct prior to his appearance as a witness. He shall consult his memorandum

book and read his reports very thoroughly to review all the facts he can offer in testimony. If necessary and with court's permission he shall refer to his memorandum book so that testimony will be proper and clear.

12:17.10 Arranging the Facts. Police officers shall not try to memorize their testimony, but they should arrange all of the facts mentally in such a manner that they can relate to them in the chronological order of occurrence.

12:18 IMPORTANCE OF OFFICER'S TESTIMONY

Testifying in court becomes a major part of the police officer's job for two basic reasons. They are:

(1) The presentation of evidence in a court of law marks the final step taken by the police in a given case.

(2) The quality and the quantity of evidence as well as the effectiveness of its presentation serve as a major test of the completeness of the investigative efforts of the police.

12:18.1 Courtroom Procedure and Rules of Evidence. When an objection is made, the police officers or civilian employees shall stop their testimony until the court has ruled on the objections or instructs the

peace officers to continue.

12:18.2 Volunteering Information. The police officer or civilian employee shall not volunteer information. The Prosecutor must be relied upon to ask the questions he wants answered and at the time that he wants them answered.

12:18.3 Cross-examination. When a police officer or a civilian employee is cross-examined, he shall answer with the same readiness and civility, as when testifying in support of the charge. The ends of justice will best be served by showing a desire to tell the whole truth, whether it be in favor, or against the defendant.

CHAPTER 13

LEGAL PROCESS

13:1 SUBPOENAS

13:1.1 Subpoenas Defined. A subpoena is a writ or order directed to a person and requiring his attendance at a particular time and place to testify as a witness. Source: *Black's Law Dictionary*.

13:1.2 Subpoena Duces Tecum Defined. A subpoena commanding a person to attend court and produce some book, paper, document or other object designated therein is defined as a Subpoena Duces Tecum. Source: *Black's Law Dictionary*.

13:1.3 Form of Subpoena. A subpoena shall be issued by the Magistrate or Clerk or Deputy Clerk under the seal of the Court. It shall state the name of the Court and the title, if any, of the proceeding and if the witness is to testify on behalf of the State it shall so note, and shall command each person to whom it is directed to attend and give testimony at the time and place specified therein. Source: *New Jersey Court Rule 8:4-9 (a)*.

13:1.4 Issuance of Subpoena. The clerk shall issue a subpoena, signed and sealed, but otherwise in blank, to a party requesting it, who shall fill in the blanks before it is served. If the witness is to testify on behalf of the State, the subpoena shall contain an order to appear without the prepayment of any witness fee. Source: *New Jersey Court Rule 8:4-9 (a)*.

13:1.5 Subpoenas in Traffic Cases. In cases involving traffic offenses, law enforcement officers may issue and serve subpoenas to testify which shall be in

the form set out in local criminal court, form 13. The subpoena shall consist of three parts:

- (1) The witness' copy,
- (2) The court copy, and
- (3) The officer's copy.

Courts having jurisdiction over traffic offenses, the Division of State Police and the Division of Motor Vehicles may supply subpoena forms to law enforcement officers. After service of a subpoena the officer shall attach the court copy of the subpoena to the appropriate traffic complaint and promptly file them with the court. Source: *New Jersey Court Rule 8:10-1A*.

13:1.6 Service of Subpoena Regulations. A subpoena may be served by any person who is not a party and who is not less than 18 years of age. Service of a subpoena on a witness for the defendant may be made by delivering a copy thereof to the person named and by tendering him a witness fee as provided by law, except that if the person is a witness for the State or the witness of an indigent defendant he shall receive his fee from the clerk before leaving court at the conclusion of the trial. Source: *New Jersey Court Rule 8:4-9 (d)*.

13:1.7 Place of Service. A subpoena requiring the attendance of a witness at a hearing or trial may be served at any place within this State. Source: *New Jersey Court Rule 8:4-9 (e)*.

13:2 COMPLAINTS AND ARREST WARRANTS

13:2.1 Complaint Defined. The means of invoking the jurisdiction of the court is the filing of a complaint. The complaint is a written statement of the essential facts constituting the offense charged. It may be made upon information and belief. In all cases, except traffic cases, the complaint shall be made upon oath before any magistrate or other person empowered by law to take complaints. The complaint is legally sufficient when it alleges that a party, properly identified, has violated some ordinance or statute, describing the ordinance or statute and the violator thereafter. Source: *New Jersey Court Rule 8:3-1*.

13:2.2 Warrant Follows Complaint. The next step after the filing of the complaint with the court is the issuance of process, whereby the accused is subjected to the jurisdiction of the court. The process is ordinarily in the form of a warrant or a summons—

Court Rule 8:3-2 governs the issuance of process. Where a high misdemeanor is charged in the complaint, the provisions of *Court Rule 8:3-2* relating to the issuance, form, execution of service and return of a warrant shall govern. Source: *New Jersey Court Rule 8:3-2*.

13:2.3 Arrest Warrant Defined. A warrant is a writ or order issued by a magistrate, justice, or other competent authority, addressed to a sheriff, constable, or other officer, requiring him to arrest the body of a person therein named, and bring him before the magistrate or court, to answer, or to be examined, touching some offense which he is charged with having committed. Source: *Black's Law Dictionary*.

13:2.4 Issuance of Arrest Warrant. When the complaint indicates that there is probable cause to believe that an offense has been committed and that

the defendant has committed it, a warrant for the arrest of the defendant shall issue to any officer authorized by law to execute it. Source: *New Jersey Court Rule 8-3-2 (a) (2)*.

13:2.5 Multiple Warrants on Same Complaint. More than one warrant may issue on the same complaint.

13:2.6 Form of Arrest Warrant. The warrant shall be signed by the committing magistrate or tested in his name and signed by the person empowered by law to take complaints and shall contain the name of the defendant or, if his name is unknown, any name or description by which he can be identified with reasonable certainty, and shall describe the offense charged in the complaint. The warrant shall be directed to any peace officer or other person authorized by law to execute the same and shall command that the defendant be arrested and brought before the court issuing the warrant.

13:2.7 Execution of Arrest Warrant. The arrest warrant shall be executed by any peace officer or other person authorized by law. Source: *New Jersey Court Rule 8-3-2 (c) (1)*.

13:2.8 Territorial Limits. The arrest warrant may be executed at any place within the jurisdiction of the State of New Jersey. Source: *New Jersey Court Rule 8-3-2 (c) (2)*.

13:2.9 Manner of Execution. The warrant shall be executed, by the arrest of the person named therein. The officer need not have the warrant in his possession at the time of the arrest, but upon request he shall show the warrant to the defendant as soon as possible. If the officer does not have the warrant in his possession at the time of the arrest, he shall then inform the defendant of the offense charged and of the fact that a warrant has been issued. Source: *New Jersey Court Rule 8-3-2 (c) (3)*.

13:2.10 Warrant Basis for Arrest. When the law permits arrest without warrant, none is needed, but when a warrant has in fact been issued, the arrest shall be made under the warrant which will afford absolute justification to the officer so long as he obeys the command of the warrant.

13:2.11 Responsibility of Member. In matters of arrests and the service or execution of summonses and warrants, members shall be guided by established precedent, the Law of Arrest, the New Jersey Court Rules, and by the limits of the authority given by the statute, bearing in mind always that in vesting them with certain powers, the law also holds them answerable criminally and/or civilly for any abuse of authority. No charge of insubordination or neglect of duty will be entertained against any member who shall refuse a direction by a superior officer or citizen to make an arrest, or serve process where such action would be unlawful.

13:2.12 Protection of Executing Officer. A warrant, regular on its face and issued by a judicial officer having jurisdiction over the subject matter, af-

fords full justification for all acts done by a peace officer in its lawful execution. The rule is everywhere recognized that a ministerial officer is protected because he is bound to obey the formally given commands of his superior having jurisdiction, without inquiring whether the action of the superior be justified or not.

13:2.13 Arrest on Any Warrant (Within County). An officer making an arrest under a warrant issued upon a complaint shall take the arrested person, without unnecessary delay, before the court or magistrate named in the warrant. A person making an arrest without a warrant shall take the arrested person, without unnecessary delay, before the nearest available magistrate and a complaint shall be filed forthwith and a warrant issued thereon. A preliminary hearing before the magistrate shall be held forthwith. Source: *New Jersey Court Rule 8-3-3 (a)*.

13:2.14 Arrest on Warrant, High Misdemeanor (In Other Counties). The officer arresting a defendant in a county other than the one in which the warrant was issued shall take the defendant, without unnecessary delay, before a magistrate of such county for purposes of bail. Source: *New Jersey Court Rule 8-3-2 (c) (2)*.

13:2.15 Arrest for Offenses Less than High Misdemeanor (In Other Counties). The officer arresting a defendant in a county other than the one in which the warrant was issued shall take the defendant, without unnecessary delay, before a magistrate of such county for purposes of bail, if the defendant desires to place bail forthwith. Otherwise, the defendant may be turned over to the arresting officers from out of the county without arraignment before the local magistrate. Source: *New Jersey Court Rule 8-3-2 (c) (2)*.

13:2.16 Removal of Prisoner. A member making an arrest under a warrant may, after proper police processing, take the prisoner directly to the court which issued the warrant, if the court is in session and this procedure is expedient.

13:2.17 Execution Where Entry Is Denied. In executing warrants for the arrest of persons in their homes or other buildings, if admission is denied, members must have probable cause to believe that the persons wanted and named in the warrant are within, before forcing entrance. They shall in all cases, inform the person or persons refusing to admit them that they are police officers and possess a warrant. After so identifying themselves, persons (excepting the spouse) who obstruct or interfere with the officers may be arrested and prosecuted for aiding the person or persons wanted by the officers.

13:2.18 Return of Arrest Warrants. Warrants are returnable forthwith but a warrant remains in force until it is returned. By "forthwith" is meant to arrest the offender, or the alleged offender, as soon as possible. A warrant remains in force after the accused has been arrested, so that, should he escape before

arraignment, the warrant is still effective and the officer may re-arrest him.

13:2.19 Time of Service, Arrest Warrant. A warrant, excepting a search warrant, may be served at any hour of the day or night, and any day of the week, including Sundays. However, members should use good judgment in determining at what time warrants should be served or executed involving minor offenses. The warrant, although good forever, unless recalled by the court or cancelled by the Grand Jury, must be executed before production of the complaint is prevented by the time limit on criminal prosecutions. Source: *New Jersey Statute 2A-159-1 et. seq.*

13:2.20 Defective Arrest Warrant. No person arrested under a warrant, or appearing in response to a summons, shall be discharged from custody or dismissed because of any informality in the warrant or summons, but the warrant or summons may be amended so as to remedy any such informality. Source: *New Jersey Court Rule 8 3-2 (d) (1)*

13:2.21 Alteration Only by Court. No warrants may be altered by any person other than the court or magistrates who issued them. Any material alteration by any other judicial tribunal or by any other person renders the warrant invalid. Where a member observes that the warrant is defective, he shall return it for amending or cancelling, or if the officer is doubtful as to warrant's validity it shall be returned to the court or magistrate who issued same.

13:2.22 Attaching Required Information. A member conducting an investigation on a warrant shall attach a brief report as to his findings concerning the warrant and shall execute departmental forms where required. In cases where a positive identification is made or information is developed which would serve to identify the defendant, such information shall be inserted on the back of the warrant, or on the Warrant Card filed in the Record and Identification Bureau. No alteration or amendment is to be made to the face of the warrant.

13:2.23 Issuance of New Warrant or Summons. If during the preliminary examination of any person arrested under a warrant, or appearing in response to a summons, it appears that the warrant or summons does not properly name or describe the defendant, or the offense with which he is charged, or that although not guilty of the offense specified in the warrant or summons there is reasonable ground to believe that he is guilty of some other offense, the magistrate shall not discharge or dismiss the defendant but shall forthwith cause a new complaint to be filed and thereon issue a new warrant or summons. Source: *New Jersey Court Rules 8 3-2 (d) (2)*

13:2.24 Arrest Notification to Complainant. When

arrests are made by warrant and the prisoner is to be arraigned, the officer who executed the warrant shall notify the complainant of the court, the date and the time the defendant will be arraigned.

13:2.25 Arrest Made on Telegram, Teletype, from Out of State Authorities. Whenever it shall be determined that an out of state authority is available, then upon arrest the prisoner shall be brought before the magistrate where a fugitive complaint will be signed by the investigating officer. Members shall follow Departmental procedure in extradition cases.

13:2.26 Complaints Made by Members in Crimes. In case of crime, or where there are reluctant witnesses, or where through casualty, complainants are unable to appear, members having the investigations in these cases shall make the complaint. Members may make complaints even on information and belief if sufficiently informed, against defendants in order that the ends of justice may be served. Warrants shall issue against such defendants.

13:2.27 Cooperation with Other Authorities. The Police Department shall cooperate fully with the law enforcement and prosecuting authorities of federal, state, and county governments.

13:2.28 Regulations for Applying for Warrant for Assault against Self. Members shall arrest perpetrators of assaults, assaults and batteries and criminal offenses directed against them. The perpetrators shall be charged accordingly. Whenever it is impossible to consummate the arrest at the time of the offense, the member shall make a complete report of the incident to his commanding officer with a request that he be allowed to make a complaint on the proper court at the next session. A warrant which may issue as a result of filing such complaint shall in no case be served by the aggrieved member.

13:2.29 Warrants in Juvenile Cases. In lieu of summons in the event that the misconduct alleged in the complaint indicates that immediate custody of the juvenile is in the public interest, the judge may issue a warrant. Source: *New Jersey Court Rule 6 8-6*

13:2.30 Warrants in Traffic Cases. While a summons is generally used in traffic offenses, a warrant may also be issued in a proper case. Where a warrant is issued, the arresting officer must take the person arrested before the magistrate or court named in the warrant without unnecessary delay. For the issuance of warrants see *New Jersey Court Rule 8 10-3*

13:2.31 Execution on Military Premises. A warrant to be served on a member of a military unit is usually effected through the cooperation of the military commanding officer or, with his approval, the military police assigned to such premises.

13:3 SUMMONS DEFINED

A summons is a writ, directed to the Sheriff or other proper officer, requiring him to notify the person named that an action has been commenced against him in the court whence the writ issues, and

that he is required to appear, on a day named, and answer the complaint in such action. Source: *Black's Law Dictionary*.

13:3.1 Form of Summons. The summons shall be signed by the committing magistrate or tested in his name and signed by the person empowered by law to take complaints and shall be directed to the defendant named or otherwise designated in the complaint and shall describe the offense charged in the complaint. The summons shall require the defendant to appear before the court in which the complaint is made at a time and place stated therein and inform the defendant that if he fails to so appear a warrant will issue for his arrest. Source: *New Jersey Court Rule 8 3-2 (b) (2)*

13:3.2 Summons Issuance Instead of Warrant. A summons instead of a warrant may issue if the person taking the complaint has reason to believe that the defendant will appear in response thereto, or if the defendant is a corporation. For any non-indictable offense when the Administrative Director of the courts has prescribed a special form of complaint and summons pursuant to *Court Rules 8 3-1* and *8 3-2*, an officer may make and sign such complaint and summons and serve the summons upon the defendant instead of arresting him. The officer shall file the complaint without undue delay. Source: *New Jersey Court Rule 8 3-2 (a) (2)*

13:3.3 Service of Summons. The summons shall be served by any peace officer or other person authorized to do so by law. Source: *New Jersey Court Rule 8 3-2 (c) (1)*.

13:3.4 Service of Summons Regulations. The summons shall be served upon a defendant by delivering a copy to him personally, or by leaving it at his usual place of abode with some person of his family over

the age of 14 years then residing therein, or by mailing it to the defendant's last known address. The summons in cases involving non-moving traffic offenses may be served upon a defendant by affixing it to the vehicle involved in the violation. Source: *New Jersey Court Rules 8 3-2 (c) (3) (a), 8 3-2 (c) (3) (IV)*

13:3.5 Summons in Traffic Violations. Summonses shall be issued by police officers in all cases where the *Motor Vehicle Act Title 39* or a City Ordinance, Chapter 17 is violated, including those cases where arrests are made. However, the summons shall not be used in complaints for causing death by auto since this is an indictable offense not within the jurisdiction of the Municipal Court.

13:3.6 Police Officers Involved in Traffic Accidents. A police officer involved in a traffic accident while operating or riding as a passenger in a private vehicle and while off duty shall not issue a summons to the operator or owner of the other vehicle unless an arrest is made. The police officer may subsequently file a complaint in traffic court.

13:3.7 Improper Disposition of Traffic Ticket. Any person who aids in the disposition of a traffic ticket or summons in any manner other than that authorized by the court shall be proceeded against for contempt in the manner provided by *New Jersey Court Rule 8 10-2*

13:3.8 Territorial Limits. The summons may be served at any place within the jurisdiction of the State of New Jersey. Source: *New Jersey Court Rule 8 3-2 (c) (2)*

13:4 SEARCH WARRANT, CONSTITUTIONAL GUARANTY

The *New Jersey Constitution* prohibits unreasonable search and seizure in these terms: "the right of the people to be secure in their persons, houses, papers and effects, against unreasonable searches and seizures, shall not be violated, and no warrant shall issue except upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched and the persons and things to be seized." Source: *New Jersey Constitution 1947, Article 1, Paragraph 7.*

13:4.1 Search Warrant Defined. A search warrant is a written order signed by a judge and directed to any law enforcement officer, without naming him, commanding him to search the person named, or the premises particularly described for personal property or contraband and bring it before the judge.

13:4.2 Authority to Issue Search Warrant. A search warrant may be issued by a judge of a court having jurisdiction in the municipality where the property sought is located. Source: *New Jersey Court Rule 3 2A-1*

13:4.3 Grounds for Issuance, Search Warrant. A search warrant may be issued to search for and seize any property

(1) Obtained in violation of the penal laws of this State or any other state, or

(2) Possessed, controlled, designed or intended for use or which has been in connection with the violation of the penal laws of this State or any other state, or

(3) Constituting evidence of or tending to show any such violation. Source: *New Jersey Court Rule 3 2A-2*

13:4.4 Issuance of Search Warrant upon Affidavit. A person seeking a search warrant shall appear personally before the judge who must, before issuing the warrant, take the affidavit or deposition of the person seeking the warrant. The judge may also examine, on oath, any witness the applicant for the warrant may produce and may in his discretion require that any person upon whose information the applicant relies appear personally and be examined, on oath, concerning such information. Source: *New Jersey Court Rule 3 2A-3*

13:4.5 Warrant to Identify and Describe. If satisfied that grounds for granting the application exists or that there is probable cause to believe they exist,

the judge shall date and issue the warrant identifying the property to be seized and naming or describing the person or place to be searched. Source: *New Jersey Court Rule 3 2A-3*.

13:4.6 Warrant to State Basis for Issuance. The warrant shall state the basis for its issuance and the names of the persons whose affidavits or testimony have been taken in support thereof. Source: *New Jersey Court Rule 3 2A-3*.

13:4.7 Warrant to Return Its Return. The warrant shall direct that it be returned to the judge who issued it. Source: *New Jersey Court Rule 3 2A-3*.

13:4.8 Execution by Law Enforcement Officers. A search warrant may be executed by any law enforcement officer, or by the Attorney General, or any county prosecutor or sheriff or member of the staffs. Source: *New Jersey Court Rule 3 2A-4*.

13:4.9 Time Limitation. The warrant must be executed within 10 days after its date during the hours fixed therein by the judge issuing it unless for good cause shown the warrant provides for its execution at any time of day or night. Source: *New Jersey Court Rule 3 2A-4*.

13:4.10 Copy of Warrant and Receipt for Property Taken. The police officer taking property under the warrant shall give to the person from whom or from whose premises the property was taken a copy of the warrant and the receipt for the property taken. In cases where these persons are not at home the police officer shall leave a copy of the warrant and a receipt at the place from which the property was taken. Source: *New Jersey Court Rule 3 2A-4*.

13:4.11 Prompt Return and Inventory Requirement. The warrant shall be returned promptly with a written inventory of any property taken. The inventory shall be made and verified by the officer executing the warrant in the presence of the person from whom or from whose premises the property was taken and if such person is not present, in the presence of some other person. Source: *New Jersey Court Rule 3 2A-4*.

13:4.12 Warrant Search in Good Faith. In the absence of bad faith, no search or seizure by virtue of a search warrant shall be deemed unlawful because of technical insufficiencies or irregularities in the warrant or in the papers or proceedings to obtain it, or in the execution of it. Source: *New Jersey Court Rule 3 2A-6 (b)*.

13:4.13 Property Defined. The term "property" as used in *New Jersey Court Rule 3 2A* shall be deemed to include documents, books, papers and other tangible objects. Source: *New Jersey Court Rule 3 2A-7*.

13:4.14 Search and Seizure without Search Warrant. Court Rule 3 2A shall not be construed to make illegal a lawful search and seizure made without a search warrant. Source: *New Jersey Court Rule 3 2A-8*.

13:4.15 Secrecy, Application for Search Warrant. A search warrant shall be issued with all practicable secrecy and the affidavit or testimony upon which it is based shall not be filed with the clerk of court or made public in any way unless a warrant is issued and executed. The disclosure prior to its execution, that a warrant has been applied for or issued, except so far as may be necessary to its execution, may constitute a contempt of court. Source: *New Jersey Court Rule 3 2A-9*.

13:4.16 Existence of Probable Cause for Search. The constitution requires existence of probable cause before a search warrant shall issue. Probable cause is defined as follows:

"Probable cause means reasonable grounds for suspicion supported by circumstances sufficiently strong in themselves to warrant an ordinarily cautious man in the belief that the accused is guilty of the offense with which he is charged."

Certainty of proof is not required but more than suspicion or mere possibility is required.

13:4.17 Description of Place to Be Searched. The place to be searched must be particularly described with adequate certainty in the affidavit and warrant. The prevailing rule is that the designation of the place to be searched is sufficient if the officer is able to locate the same definitely and with certainty, for the constitution requires a description which particularly points to a definitely ascertainable place, so as to the exclusion of all others.

13:4.18 Identifying Apartment to Be Searched. An apartment house is not a house under single occupancy, and the description must not only give the street and number at which the building itself will be found, but also the number of the particular apartment to be searched, or some other means by which this very one can be ascertained. The same is true of store buildings, office buildings and other structures, if they are divided as to occupancy.

13:4.19 Search of Prisoner and Place. Ordinarily search and seizure incident to lawful arrest is not unreasonable. Upon lawful arrest the prisoner may be searched, as may be the place where the arrest is made in order to find and seize things connected with the crime as its fruits or as the means by which it was committed, as well as weapons and other things to effect an escape from custody.

13:4.20 Search of Arrested Person's Possessions. The right of the police officer to search the person arrested extends to the property in his possession or within his immediate control at the time of the arrest, such as suitcases, boxes, bundles, baggage, etc. This sometimes extends to the search of a motor vehicle which the arrested person is driving. The search of the motor vehicle must be made concurrent with or immediately after the arrest, and is limited to a search for the fruits or instruments of the offense for which the arrest was made. A search of a motor vehicle would not be justified when no fruits or instruments could possibly exist, i.e. speeding or going through a red light.

13:4.21 Evidence on View. Discovery of evidence within a vehicle by an observation of an officer through the window of the vehicle does not constitute a search.

13:4.22 Consent to Search. The constitutional right to protection from or security against unreasonable searches and seizures is a personal one, and any search or seizure not expressly prohibited by law may be legalized by consent thereto. Consent to search must be given freely and voluntarily without coercion, duress or fraud.

13:4.23 Consent to Search in Writing. When consent is granted it is advisable to get the consent in writing. Furthermore the consent must be explicit

and members shall use the Department "Consent to Search Report," form whenever an allowance to search is given in lieu of action to be taken on the direction of a warrant.

13:4.24 Execution of Search Warrant When Entry Denied. The officer executing a search warrant may, using reasonable caution and having probable cause break open any outer or inner door or window of any premises, building, vehicle or other place, or anything contained therein, to execute the warrant if, after pronouncement of his authority and purpose, he does not receive admission. The officer so breaking shall have the responsibility of properly securing the premises.

CHAPTER 14

ARREST AND DETENTION

14:1 ARREST

14:1.1 Essential Elements. In order to constitute an arrest there must be an intent to arrest, under real or pretended authority, accompanied by a seizure or a detention of the person and an understanding on the part of the person that he is to be arrested. Mere words do not constitute an arrest.

14:1.2 How to Arrest. Traditionally, an arrest is made by laying the hand upon the prisoner or otherwise taking possession of his person and informing him that he is under arrest, but it is not always necessary that actual contact or force be used. It is sufficient if the person to be arrested submits to arrest.

14:2 MEMBERS GUIDED BY LAW

In matters of arrests and in the service of process, police officers shall be guided by well established precedent in the common law of arrest and by the limits of the authority given them by statute.

14:2.1 Broad Powers of Arrest. In New Jersey, police officers possess broad common law and statutory powers of arrest. An arrest is a lawful one when authorized either at common law or under the statutes.

14:2.2 Authorized Arrests. No person can be lawfully arrested or detained by any police officer except under authority of law. An arrest is authorized either

by the issuance of a warrant by competent authority, or without the issuance of a warrant under certain circumstances.

14:2.3 Search Incident to Lawful Arrest. Ordinarily search and seizure incident to lawful arrest is not unreasonable. Upon lawful arrest, the prisoner may be searched as may be the place where the arrest is made in order to find and seize things connected with the crime, its fruits, the means by which it was committed, as well as weapons and other things that may be used to effect an escape from custody or to place the arresting officer in danger or jeopardy.

14:3 ARREST ON WARRANT

An arrest warrant, regular on its face, and issued by a judicial officer having jurisdiction over the subject matter, affords full justification for all acts done by a peace officer in its lawful execution. A police officer is bound to obey the formally given command

to arrest under an arrest warrant issued by a judicial officer having jurisdiction, without inquiring whether the action of the judicial officer be justified or not. (See section 2, Chapter 13).

14:4 COMMON LAW POWERS OF ARREST WITHOUT WARRANT

Under the old common law powers of arrest, a police officer could arrest without a warrant when a felony was committed in his presence, or when a felony, actual or suspected upon reasonable grounds, had been committed in his absence, and he had reasonable cause to suspect the accused of its commis-

sion. In some instances, a police officer could also arrest when a misdemeanor was committed in his presence or threatened to happen. *These powers to arrest have been extended by court decisions and by statutes, see sections 14:5 through 14:9.*

14:5 GROWTH OF COMMON LAW POWERS OF ARREST

14:5.1 Felony Power of Arrest Extended to High Misdemeanor. The common law powers of a police officer to arrest for a felony as set forth in the preceding paragraph are held to extend to high misdemeanors so that an officer may arrest for a high misdemeanor not committed in his presence, but on probable cause. *State v. Mpetas* 79 N.J. Super 202.

14:5.2 Breach of Peace Not Necessary. The common law power of a police officer to arrest for a misdemeanor committed in his presence was sometimes

confined to misdemeanors involving or likely to involve a breach of the peace. Later it was held that a breach of the peace was not required so that a police officer may arrest for a misdemeanor committed in his presence, whether or not there is a breach of the peace. *State v. Smith* 37 N.J. 481.

14:5.3 Felony Powers of Arrest Extended to Certain Misdemeanors. A recent decision of the New Jersey Supreme Court, *State v. Doyle* 42 N.J. 334, extended the common law powers of arrest even

further when it held that a police officer may arrest, without a warrant, for a misdemeanor *not* committed in his presence provided he has probable cause, and the misdemeanor is punishable by imprisonment for more than a year in State Prison.

14.5.4 Conclusion. Under the common law powers of arrest, as extended and recently interpreted, a police officer may arrest without warrant when any

high misdemeanor or any misdemeanor is committed in his presence. He may also arrest without a warrant when he has reasonable ground to believe that any high misdemeanor or a misdemeanor punishable by more than a year in State Prison is being or has been committed, and he has reasonable ground to believe that the person to be arrested is committing or has committed it, even though it is not being or has not been committed in the officer's presence.

14.6 FRESH PURSUIT ARREST POWERS

Any police officer of this State in fresh pursuit of a person who is reasonably believed by him to have committed a high misdemeanor in this State or has committed, or attempted to commit, any criminal offense in this State in the presence of such officer, or for whom such officer holds a warrant of arrest for a

criminal offense, shall have the authority to arrest and hold in custody such person anywhere in this State. Fresh pursuit as used herein shall not necessarily imply instant pursuit, but pursuit without unreasonable delay.

14.7 "JUVENILE DETENTION"

Any duly appointed police officer may take into custody without process any juvenile, who in the opinion of the officer, is engaging in conduct defined by law as juvenile delinquency, see *New Jersey State Statute 2A:4-14*. Such action shall not be construed as an arrest but shall be deemed a measure to protect the health, morals, and well-being of the juvenile.

14.7.1 Juveniles Released. The police officer taking the child into custody shall take him to the precinct of occurrence and make immediate arrangements to notify his parents or guardians to whom he shall be released upon their written promise to assume responsibility for the presence of the juvenile in court should a hearing be required. Such child may also be released in the custody of a probation officer or other person designated by the court.

14.7.2 Juvenile Confinement in Lieu of Release. If it is impracticable to proceed as outlined in the preceding paragraph, of this Chapter (14.7.1), or if the nature of the offense is such as to require the immediate detention of the juvenile, the police officer taking the child into custody shall make immediate arrangements to have the juvenile placed in a detention facility approved by the court.

14.7.3 Juvenile Complaints. Whenever a juvenile has been taken into custody for an offense that will go to court, the police officer taking the child into

custody or his duly constituted superior officer shall proceed to file a complaint or preliminary notice with the court. (If the matter is given to the Youth Aid Bureau, that Bureau will file a complaint or preliminary notice).

14.7.4 Juveniles Place of Confinement. No child under the age of 16 years shall at any time be placed in any prison, jail, lockup or police station. A child between the ages of 16 and 18 years shall not be placed in any prison, jail, lockup or police station unless

- (1) No other safe and suitable place for his custody is available.
- (2) This action is necessary for his protection.
- (3) This action will protect the public.

When so placed in a jail, lockup or police station, it shall be a segregated section of such premises where the said child cannot have contact with any adult who has been convicted of, or arrested for a crime.

14.7.5 Juveniles Transported. When a child shall have been taken into custody, he may be transported to his home, or to the place of detention or other place designated by the Juvenile and Domestic Relations Court in a radio patrol car, or other vehicle not specifically intended for the transportation of adults under arrest.

14.8 DISORDERLY PERSONS ARRESTS

Whenever an offense (see 2A:170-1 et. seq.) is committed in his presence any constable or police officer shall, and any other person may, apprehend

without warrant or process any disorderly person, and take him before any magistrate of the county where apprehended.

14.9 TRAFFIC ARRESTS

Any police officer may, without a warrant, arrest any person violating in his presence any provision of Chapter 3 of Title 39 (39-3-1 et. seq.) or any person, other than a motorman or person having control of a street car or auto bus, violating in his presence any

provision of Chapter 4 of Title 39 (39-4-1 et. seq.). The exemption from arrest of a motorman or person having control of a street car or auto bus shall not operate to prevent his arrest, however, for a violation of section 39-4-50 of Title 39.

14:10 REASON FOR ARREST

A police officer making an arrest shall inform the prisoner why he is arrested and if the arrest is made under warrant, the officer shall inform the prisoner of the nature and contents of the warrant. If a request

is made to see the warrant the request should be granted as soon as possible, but only when and where it can be done without danger of the prisoner escaping.

14:11 TIME OF ARREST WITHOUT WARRANT

An arrest for an "on view" criminal or quasi-criminal offense may be made on any day and at any time of the day or night. But warrant arrests at night or on Sunday, when it is difficult to secure bail, are

deemed oppressive except in cases of emergency or when the offense is of the grade of felony or high misdemeanor. A police officer shall exercise his good judgment in this regard.

14:12 PLACE OF ARREST WITH OR WITHOUT WARRANT

When a police officer has the right to arrest under the law, he may go anywhere—church, theatre, store, place of employment, automobile, airplane, railroad, ship—and may enter by force if necessary and justifi-

able, for the purpose of arrest for crime. No place can be a refuge from arrest for crime. He shall exercise reasonable judgment in this regard. (See section 14 18 regarding DIPLOMATIC IMMUNITY).

14:13 ARREST IN CIVILIAN CLOTHES

Police officers in civilian clothes when making an arrest shall identify themselves by showing their

badge and at the same time announce that they are police officers.

14:14 USE OF FORCE

14:14.1 Limitations on Use of Force. The power and duty to arrest includes the right to use force when it is reasonably required to effect the arrest, but the force employed must not be excessive in either type or amount. Whether the force resorted to be excessive depends not only upon the degree of resistance offered to the arrest but also upon the gravity of offense committed.

14:14.2 Excessive Force.

14:14.2-1 Grave High Misdemeanors Amounting to Felony. A police officer having lawfully made an arrest, and using proper means for that purpose, may lawfully repel force by force, in order to prevent an escape. If the person making resistance is unavoidably killed in the struggle the homicide is justifiable. In cases where the charge is one equal to heinous common law felony, the killing of the accused before the arrest is actually made will be justifiable, if the escape of the felon could be prevented—in no other way. If in the pursuit, the felon is killed when he cannot be otherwise overtaken, the homicide is justifiable.

14:14.2-2 Misdemeanors, Disorderly Persons, Breach of Peace. A different rule prevails when the person fleeing and endeavoring to escape arrest is charged with a misdemeanor or a breach of the peace. In these cases the police officer has no right to kill the accused to prevent his escape, and if he does so intentionally the offense is murder. If he resorts to shooting, not intending to kill, but merely to disable or frighten the person escaping, the shooting, though unjustifiable, amounts to manslaughter only.

14:14.3 Responsibility for Excessive Force. With its reasonable limits the force required to effect a lawful arrest is necessarily left to the sound discretion of the

police officer; but he is responsible for wanton abuse of that discretion. In seeking to perform his duty to arrest, the officer is not obliged to retreat or desist when he meets with resistance. He may repel force with force, being responsible only for unnecessary violence.

14:14.4 Forcing Entry to Effect Arrest. In extreme cases entry may be forced into a dwelling or other building to arrest for a high misdemeanor or to preserve the peace, but only when forcible entry is absolutely necessary and when an explanation of the purpose of the entry has been given and when demand for admission in the name of the law has been refused. When forcible entry is not justifiable under the law, the police officer forfeits his special protection and becomes a trespasser and if he then commits violence against a dweller or an occupant, or those acting in their interest, he is guilty of criminal assault. See 14 14.5.

14:14.5 Entry by Force. Where immediate action is necessary to preserve evidence, where the police officer's peril would be increased or where the arrest would be frustrated, (State v. Fair and Lynn, N.J. Super.), a police officer may break into a dwelling house to make an arrest without explaining his purpose or demanding admittance.

14:14.6 Use of Handcuffs. A police officer shall remember that he is responsible for his prisoner and required to do what is necessary to secure him. The officer must use his own discretion, and if he does his duty in a consistent and careful manner he will be justified.

14:14.7 Treatment of Prisoner. Each police officer shall be responsible for the humane treatment and

safekeeping of a prisoner in his custody, or detained in a building, or part thereof, over which the officer

has supervision or responsibility

14:15 INTERFERING WITH POLICE ACTION

Police officers shall arrest all persons who interfere with them either in making arrests or in serving process, or who aid or encourage a prisoner to escape, or who knowingly conceal a person who has committed

a crime. Interference as defined in this rule is construed to mean an active, physical interference; and not merely words or criticism.

14:16 MATERIAL WITNESSES

Witnesses in crimes punishable by death or imprisonment in State Prison, shall be detained and sent to court with the principals in the case, unless it is known or can be established by the desk officer that the witness is a reliable resident having "roots" in the community and is not likely to flee, whereupon

he may be released upon sufficient identification. Any person committed or detained as a witness shall not be kept in the same apartment (cell) with, or be provided with the same fare as a person charged with, or convicted of crime.

14:17 WARNING SOMETIMES SUFFICIENT

Police officers shall bear in mind that frequently a polite warning to persons who have committed very minor offenses will be sufficient, and arrests in such

cases should not be made unless the offenses are willful and repeated.

14:18 DIPLOMATIC IMMUNITY

14:18.1 Ambassadors and Other Public Ministers. Ambassadors and other public ministers from foreign governments, accredited to the President or Government of the United States of America and recognized according to the laws of the United States with their secretaries, messengers, families and servants are not punishable under the laws of New Jersey. Ambassadorial offenses if punishable at all are prosecuted under the laws of the United States, for by the express terms of the Federal Constitution, the judicial power

of the United States extends to all cases affecting ambassadors and other public ministers from foreign governments.

14:18.2 United Nations Members. A provision of the United Nations Charter supplemented by the "so-called" Headquarters Agreement between the United States and the United Nations provides the same immunity for United Nations' Members and Officials of that Organization as given to diplomats.

14:19 ARREST OF FEDERAL EMPLOYEE

A federal employee, as such, is not exempt from arrest for crime. The fact that his arrest may temporarily obstruct some governmental function does not give him the right to claim privilege. A federal em-

ployee could, however, claim privilege from arrest in a civil case if such arrest obstructed a governmental function.

14:20 SECURITY OF THE UNITED STATES MAIL

When a police officer finds it necessary to charge a crime or offense against a person responsible for delivery of United States Mail, he shall in cases less than high misdemeanor, cause the issuance of a summons to such person through the proper court. In

cases of a high misdemeanor, the officer arresting shall notify the supervisor of such person in the United States Mail Service, and request him to designate someone to take charge of the mail at a designated location.

14:21 CONTROL OF STREET CAR OR AUTO BUS

When a police officer arrests the driver of a street car or an auto bus enroute, he shall accompany the prisoner by the usual route of the street car or auto bus to its depot before taking the prisoner to a precinct station or to Police Headquarters. Except that

in serious crimes, drunk driving, or, if the depot is out of town, the arrest shall be consummated immediately and measures taken to safeguard the street car or auto bus at curbside until it can be returned to the control of its owner or his representative.

14:22 ARREST OF MILITARY PERSONNEL

When a member of any military service is arrested, the desk officer shall cause to be notified, the command to which the arrested person is attached, and

detain the person until called for by a representative of the military police which has local jurisdiction.

New

14:23 ARREST OF CONGRESSMAN OR MEMBER OF STATE LEGISLATURE

No Congressman or Member of a State Legislature is exempt from arrest for the commission of a crime. The constitutional privilege extended to all Senators

and Representatives from arrest in all cases "except treason, felony and breach of peace" confers merely a privilege from arrest in civil cases.

14:24 GUARDING PRISONERS

Whenever a police officer makes an arrest or has custody of a prisoner not confined in a cell or detention room, he shall hold the prisoner in a manner to prevent the prisoner from injuring him or effecting an escape. The officer shall always keep him in sight and shall not permit the prisoner to go behind him.

If a prisoner escapes because of negligence on the part of an officer, it will be deemed gross neglect of duty. A prisoner shall not be left in the custody of any civilian, except when absolutely necessary to do so in an emergency.

14:25 PRISONERS TRANSPORTED

When arrests are made by police officers, the person arrested shall be brought to a precinct station or

to Police Headquarters immediately or to a temporary headquarters established in an emergency.

14:26 ARRAIGNMENT OF PRISONER

Police officers making an arrest under a warrant issued upon a complaint shall take the arrested person, without unnecessary delay, before the court or magistrate named in the warrant. An officer making an arrest without a warrant shall take the arrested

person, without unnecessary delay, before the nearest available magistrate. A complaint shall be filed forthwith and a warrant issued thereon. See 13 2.14 and 13 2.15.

14:27 BOOKING OF PRISONER REGULATIONS

When an arrest is made and the prisoner is conveyed to a precinct station or other proper designated place, persons not connected with the Department are not to be admitted or allowed to remain in the busi-

ness room, unless they are involved, until such time as the prisoner has been placed in a cell, or detention room.

14:28 RELEASE OF ARRESTED PERSON

An arresting officer shall not release an arrested person from custody, except on orders from the judge.

14:29 RECORDING THE ARREST

Desk officers shall make certain that proper record of every arrest is made.

14:30 LEGALITY OF ARREST

Desk officers shall use discretion in all cases of arrest brought before them, making certain that the act with which the prisoner is charged constitutes an

offense for which a person may be lawfully detained, and that there are reasonable grounds for the complaint.

14:31 ARREST NOTIFICATIONS FOR PRISONER

Prisoners shall be given the privilege of notifying relations, friends, or counsel of their arrest and every reasonable assistance shall be given to insure delivery of such information by telephone or messenger. No

notification shall contain any information but that pertaining to the arrest and the immediate needs of the prisoner. This privilege shall not have priority over police procedure and regulations.

14:32 ARREST INFORMATION TO CITIZENS

Citizens who request information regarding charges against persons in custody will be told the nature of the complaint or complaints, unless in the opinion of

the desk lieutenant, the furnishing of the information would tend to defeat the ends of justice.

14:33 FINGERPRINTING PRISONERS

All persons arrested for an indictable offense, or any person believed to be wanted for an indictable offense, or charged under 2A 169A-3, 2A 170-8, or believed to be an habitual criminal shall, in accord-

ance with law, be sent immediately to Police Headquarters to be fingerprinted, after such person has been searched and a proper record of the arrest is made. An arrest report properly filled out by the ar-

resting officer, stating the nature and details of the case and all personal property (not evidential) taken

from the person or possession of the prisoner shall accompany such prisoner.

14:34 CONCEALED WEAPONS

When arresting a person suspected of carrying concealed weapons, a police officer shall search the person immediately and thoroughly before transport-

ing him to a precinct station or to Police Headquarters, or to any other place of detention

14:35 SEARCH OF PRISONERS

14:35-1 Male Prisoners Desk Officers shall cause all male prisoners to be thoroughly searched before they are lodged in a cell. Prisoners shall not be permitted to retain drugs, liquor, articles of evidence, weapons, money or valuables. Drugs needed by prisoners for medicinal purposes, i.e. prescription medicines, insulin may be retained at the discretion of the Desk Officer. In accordance with this policy the following type of items and personal property shall be removed from a prisoner's possession.

(1) All objects from which a prisoner may be able to fashion weapons, deface property, endanger life or facilitate escape.

(2) All articles of metal, plastic or a combination of both materials, i.e. laminated credit cards, combs, some types of billfolds, keys, pipes, cigarette and cigar holders.

(3) All currency and items of jewelry, i.e. rings, watches, bracelets, necklaces, tie pins and tie clips. Wedding bands may be allowed to be retained.

(4) Particular items of clothing, i.e. belts, neckties, shoe laces, scarves, large handkerchiefs. The Desk Officer retains the prerogative of ordering any item of clothing removed from a prisoner, where in his judgement, such removal is in the interest of the prisoners safety or is inherent to a complete and thorough search.

14:35.2 Security of Prisoners Personal Property. To insure the proper security of a prisoners personal property the following items shall be utilized

(1) Department Property Envelope, DP1:154. The information required on the face of this envelope shall be filled in, i.e. District, Central Complaint Number, Central Arrest Number, date and the contents listed as required. In addition note the prisoners name, and on the upper right portion of the envelope repeat the Central Complaint Number to facilitate filing.

(2) Department Property Envelope DP1:153 This envelope shall be utilized when currency is confiscated from a prisoner. The same procedure used in paragraph 1, (re: DP1:154 and paragraph 3 (re: PET) of this section shall apply as regards the use of this envelope

14:35.2 (3) Prisoners Personal Property Tape.

This tape is a regular, common gummed paper tape that is dispensed by a #404 paper dispenser. For our professional use of this tape the name ascribed to this tape is Property, Evidence Tape

(PET). It is 1 1/2" in width and usually on rolls that are 500' in length

(A) The tape shall be affixed to the flap of property envelope and approximately half of the upper bottom of the string between the two buttons;

(b) Under normal circumstances the seal shall not be broken until the property is returned to the prisoner;

(c) Officers noting broken tape or any evidence of tampering with same shall report this fact to their immediate Superior Officer and log this condition on the Prisoners Property Form DP1:1755

(4) Prisoner's Personal Property Form, DP1 1755. This form is executed for all prisoners when personal property is removed from them. The Desk Officer shall also log on the Arrest Report DP1 800, in block # 47, whether or not Form DP1 1755 was executed

(a) White copy—given to prisoner for his Receipt.

(b) Yellow and pink copy filed in a 5X8 jogger box at District Station.

When the prisoner is transported, the pink and yellow copies will accompany the prisoner. The receiving officer, at the Cell Block, shall sign both copies in the space provided on the form. The Cell Block Officer retains and files the pink copy. The yellow copy is returned, by the District Transporting Officer, for filing at the District Station.

(5) Four Drawer Locking File Cabinet. All Prisoner's Personal Property Envelopes, after they are properly filled out and sealed, shall be housed in the specially provided steel filing cabinet. The cabinets shall be kept locked and the key shall be the responsibility of the Superior Officer in charge of the District Desk and Headquarters Cell Block.

(6) Prisoners Personal Property that remains unclaimed, after a thirty day period, shall be sent to the Police Property Room for storage and final disposition.

(a) Desk Officers shall list all unclaimed prisoners personal property by proper name and Central Complaint Number on Property and Evidence Form DP1:152.

(b) A new Central Complaint Number shall be obtained from the Record Bureau.

- (c) The completed Property & Evidence Form DP1:152 and the unclaimed envelopes shall be delivered to the Property Room by the assigned Police Officer.
- (d) The Property Clerk shall check the condition of each listed envelope, check the Central Complaint Number against the Property and Evidence sheet and if satisfied, sign, date the form and return the Command Copy to the Police Officer.
- (e) The Commanding Officer of the Property Room shall be required to hold such property for a minimum period of six months. Property that is not claimed after six months will be reported through channels and be requested for Auction, or to destroy, depending on the nature of the items.

14:35.3 Female Prisoners. The search of a female prisoner by male Department officers is restricted to a search of the female prisoner's purse and those articles of outer clothing which can be removed from the prisoner and searched with propriety. A female Department officer or other responsible female such

as a matron, registered nurse, a female court attendant or a county or state prison matron, shall be summoned to make a thorough search of all female prisoners with all the privacy that circumstances permit. The items to be removed from her possession shall be the same as those enumerated in 14:35.1 and they are to be safeguarded in accordance with 14:35.2.

14:35.4 Search of Unconscious or Injured Prisoners. When an unconscious or seriously injured prisoner is removed to a hospital, a police officer shall search the prisoner, if a male, in the presence of witnesses. If the prisoner be a female, the search of the prisoner shall be left to the hospital authorities and any property in her possession which is unlawfully carried, or which is required as evidence, or which is lawfully carried but is dangerous to life or would facilitate escape, shall be obtained by the arresting officer and delivered to the desk officer. Prisoner's Personal Property Form DP1:1755 shall be executed, the provisions of section 14:35.2 shall be followed and the white, prisoners receipt copy of form DP1:1755 given to hospital authorities.

14:36 UNCONSCIOUS OR INJURED PRISONER

A police officer shall not take an unconscious or seriously injured prisoner to a precinct station or other designated place for detention. An ambulance

or other conveyance shall be summoned and such prisoner shall be removed to the nearest hospital.

14:37 ASSISTING A CITIZEN IN ARREST

When a citizen charges another with the commission of a crime and insists that the person charged be taken into custody and the circumstances appear to warrant an arrest, a police officer shall take the ac-

cused to the precinct station or Police Headquarters, and shall require the accuser to accompany him as the complainant.

14:38 THE CITIZEN'S ARREST

Prisoners arrested by citizens shall be processed and detained in the usual manner.

14:38.1 Desk Officer's Responsibility. The desk officer shall not permit a person arrested by a citizen to be detained until and unless he, the desk officer, has carefully considered the facts in the case and is satisfied that a crime or offense for which a citizen may make an arrest has been committed and that the person arrested has committed it.

14:38.2 Citizen as Arresting Person. Citizens making arrests will be carried on "Arrest Reports" as the

arresting person and shall be instructed by the desk officer where to make a sworn complaint, and when and where to appear for the arraignment of the prisoner.

14:38.3 Services of Detective Division. Where arrests are made by citizens, the desk officer shall use discretion as to whether such cases warrant the services of detectives. If so, he shall immediately notify the desk officer of the command having responsibility so that the citizen may be interviewed and an investigation conducted, if necessary.

CHAPTER 15

PUBLIC ASSEMBLAGES AND EMERGENCIES

15:1 PUBLIC ASSEMBLAGES AND EMERGENCIES IN GENERAL

Peaceful public assembly is a basic right of the American people. Ordinary public assemblages are lawfully conducted and serve a useful purpose. Planned assemblages at parades, at political rallies, at sporting contests and at school affairs, and unplanned assemblages at fires, disasters, or at accidents are usually orderly gatherings. Every crowd, every assemblage, and every other gathering, however,

has the potential for becoming unruly and through the occurrence of an unforeseen event or action may become uncontrolled to the point where the rights of others are interfered with, or where panic or mob action takes place. All gatherings, therefore, require careful police supervision in order that law and order be maintained and that life and property be safeguarded.

15:2 ASSISTANCE RENDERED

All police officers assigned to public assemblages shall impart directions courteously and efficiently

and shall render assistance to everyone

15:3 UNREPORTED FIRES

The police officer first on the scene of an unreported fire shall:

15:3.1 Sound the Alarm. First sound the alarm of fire or make certain that an alarm of fire has been transmitted by the most effective means available.

15:3.2 Alert Occupants. After being assured that an alarm of fire has been or will be transmitted, the

police officer shall alert the occupants of a burning building in the most effective manner as quickly as possible.

15:3.3 Alert Fire Apparatus. When the fire apparatus does not arrive within a reasonable time, the police officer shall send another alarm from a different call box or alert the proper authorities by any other effective means.

15:4 REPORTED FIRES

15:4.1 Directing the Fire Apparatus. When the fire is not visible from the fire alarm box, or from any other location from which an alarm is sent, the police officer shall, if possible, station a responsible person at the box or at another selected location to direct the fire apparatus.

15:4.2 Returning to the Scene of the Fire. When the police officer is certain that the alarm has been sent and that the Fire Department will be able to locate the fire, he shall proceed to the scene of the fire and render such assistance as may be necessary.

15:4.3 Assisting Firemen after Arrival. Upon the arrival of firemen at a fire, police officers shall yield command for the management and control of the fire to them. They are bound, however, to aid the firemen in assisting occupants of dwellings to the street, if necessary. Police officers of the Police Department shall refrain from entering any premises where a fire occurs except to assist in saving the lives of the occupants.

15:4.4 Establishing Police Lines. The superior officer in charge of the police at the scene of a fire shall establish and maintain police lines and insure conditions that will

(1) Permit firemen to carry out their work unhampered.

(2) Regulate pedestrian and vehicular traffic at the scene.

(3) Safeguard materials and property taken from the buildings.

15:4.5 Persons Allowed within Lines. In the absence of orders to the contrary, the persons and vehicles that may cross police lines are enumerated as follows:

(1) The Mayor

(2) Fire Department members

(3) Police Department members

(4) Fire and police chaplains.

(5) Physicians whose services have been requested

(6) Ambulances.

(7) Building and Water Department personnel

(8) Public utilities personnel.

(9) Authorized personnel from volunteer organizations.

(10) Other authorized governmental agencies on assignment.

(11) Authorized press card holders.

15:4.6 Press Card Privilege Limitations. Holders of authorized press cards who gain access on through police lines are not permitted to enter buildings. Police officers shall confiscate such cards from persons attempting to use them for this purpose and shall eject the offenders from the police lines.

15:4.7 Safeguarding Property. Police officers shall be diligent in preserving order and protecting property from theft or wanton destruction and shall not permit unauthorized persons to interfere with such property. Police officers shall provide adequate space away from the flames for the deposit of property removed from the buildings, and shall assume charge of such property by safely guarding it until returned to the possession of its lawful owner.

15:4.8 Injured Firemen. Police officers shall not direct the removal of a sick or an injured fireman from the scene of a fire without the knowledge of a Fire Department superior officer. In cases of extreme emergency, however, he may be moved and a Fire Department superior officer so notified as soon as possible thereafter.

15:4.9 Reporting. Police officers at a fire shall execute and submit an "Incident Report" when a crime or other violation of the law becomes known to them or when a casualty results.

15:4.10 Arson, or Other Crime. If arson or other crime is suspected, the police officer reporting shall observe and note in his memorandum book the relative position of any item of evidence, any material or objects and all circumstances which may be important in determining the origin of the fire. His findings shall be contained in an "Incident Report" which he shall execute and submit.

15:4.11 Command at the Scene. Command of the police function at the scene of a fire shall be exercised in the following manner.

15:4.11-1 Responsibility of First Member at Scene. The first police officer to arrive at the scene shall assume charge of the police function, pending the arrival of a superior officer who shall immediately assume charge. When the first superior officer to arrive is not of the command in charge of the area, he shall be superseded by the first superior officer of equal or

higher rank to arrive who is assigned to the command responsible for the area.

15:4.11-2 Responsibility of the Police Officer in Charge. It shall be the responsibility of the police officer in charge

(1) To establish temporary headquarters near the scene when the fire is of a serious nature.

(2) To supervise and direct the police officers who are present.

(3) To assign men to prepare the report and conduct a preliminary investigation when necessary.

(4) When arson, or other crime is suspected, to notify the desk lieutenant in the area of occurrence who shall notify the Detective Division. The Detective Division shall then notify the Arson Squad of the Fire Department.

(5) To cause pedestrian and vehicular traffic to be rerouted, when necessary.

(6) After a fire and when circumstances require, establish a detail for taking charge of damaged buildings to warn the public of existing dangers, to prevent unauthorized persons from entering or from removing property, and to safeguard evidence.

(7) To reduce the number of personnel, by returning members to their regular assignments, as the need for their services diminish.

(8) To direct the return of traffic to normal thoroughfares when conditions permit.

(9) To assemble the police officers and return them to their regular assignments as may be proper under the circumstances when their services are no longer needed at the fire. In the absence of a superior officer, the senior patrolman shall take this action.

15:4.12 Location of Fire Alarm Boxes. Police officers shall familiarize themselves with the location of every fire alarm box within their precinct boundaries.

15:4.13 Response to Fire. Police officers on duty shall report to the scene of a fire occurring on their posts unless otherwise engaged in important police duties, or unless otherwise ordered.

15:4.14 False Alarms. In case a false alarm of fire has been sounded maliciously, police officers shall make every effort to apprehend those as quickly as possible.

15:5 PARADES

15:5.1 Command. The Commanding Officer of the Traffic Division shall be charged with traffic control, while the Commanding Officer of the Patrol Division shall be charged with crowd control unless the order detailing parade duties shall direct otherwise.

15:5.2 Parade Planning. After inspecting the route,

the formation area and the dismissal area of the parade, the Commanding Officers of the Patrol and the Traffic Divisions shall submit plans for its policing requirements and shall submit requests for work details to the Chief of Police in sufficient time for him to prepare assignments and orders.

15:5.3 Parade Headquarters. Parade headquarters shall be established at a location close to the reviewing stand

15:5.4 Parking Restrictions. Before the parade takes place, the Commanding Officer of the Traffic Division shall notify the Bureau of Traffic and Signals to cause "No Parkings" signs to be posted in the area affected by the movements of the parade.

15:5.5 Removal of Vehicles. The Commanding Officer of the Emergency Bureau shall make towing trucks available for the removal of unattended vehicles which are parked in violation whether in the route of the formation, or whether in the dismissal area, or along the parade route itself

15:5.6 Parade Sectors. The entire area affected by the parade shall be divided into sectors with each precinct commander placed in charge of one of them unless otherwise ordered.

15:5.7 Responsibilities of Section Commanders. Each sectional commander shall be responsible for:

(1) Preventing unscheduled manoeuvres and exhibitions so that large gaps between parade contingents are avoided and for exerting all efforts for otherwise keeping the parade moving.

(2) Expediting the movement of pedestrian and vehicular traffic across the parade route during breaks in the parade.

(3) Preventing spectators from overcrowding the sidewalks along the parade route. A passageway for pedestrians shall be kept open along the sidewalks.

(4) Remaining alert for the occurrence of fire and other emergency by formulating plans

(a) To halt the progression of the parade one block from the scene of the emergency

(b) To clear the stricken area a distance of one block in all directions.

(c) To report developments to parade headquarters.

(d) To arrange for resumption of the parade as soon as conditions permit

15:5.8 Reporting for Parade Duty. Police officers assigned to parade duty shall report at the time and place designated, neat and clean in the uniform of the day, carrying full equipment.

15:5.9 Knowledge of Parade Order. Police Officers assigned to parade duty shall become familiar with the contents of the parade order noting the special measures taken to arrange for establishing alternate traffic and bus routes. Any such change shall be courteously explained to inquiring citizens

15:5.10 Knowledge of Alarm Box Locations along Parade Route. Upon being posted along the parade route, police officers shall ascertain the locations of the nearest telephone, the nearest fire alarm box, and the nearest police signal box.

15:5.11 Facing Spectators. As a general rule, police officers posted along the parade route shall face the spectators, unless a written or verbal order directs them to do otherwise

15:5.12 Saluting the Colors. When the National Anthem is played or when facing the passing of the National Colors, police officers shall tender the regulation salute unless they are preoccupied with other police duty

15:5.13 Parade Duties and Responsibilities. When assigned to parade duty police officers

(1) Shall keep spectators out of the roadway along the parade route and at intersecting streets

(2) Shall prevent spectators from standing near sidewalk openings, store windows or other hazardous places.

(3) Shall prevent spectators from climbing on structures, trees, poles, newsstands, fire escapes, or from standing on barrels, boxes or other portable objects

(4) Shall be on the alert so as to apprehend peddlers unauthorized to sell, pickpockets, purse snatchers, degenerates and persons who are otherwise disorderly.

(5) Shall not permit unauthorized persons on foot or who are operating vehicles from joining in the line of march, and shall cooperate with parade officials in removing from the parade, any banner, any sign, or other implement of an offensive, objectionable or a derogatory nature.

(6) At the termination of the parade shall not permit persons or vehicles to assemble in the rear of the columns of paraders

(7) Shall remain at the assignment until they are properly relieved or otherwise detailed, or until they have been ordered back to their regular duties.

15:6 STRIKES

15:6.1 General Duties of Police. The general duties of the Police Department in connection with labor disputes and industrial disorders are the protection of life, property and the rights of all citizens, and the preservation of order. Police officers shall remain neutral. They shall exercise restraint and patience in all matters, but they shall resort to prompt and direct

action after their warnings have failed or after rough tactics are employed by either faction.

15:6.2 Responsibility of Area Commander. When notified of an impending strike or a labor dispute, the commanding officer of the precinct or area in which the strike or dispute is to occur, shall cause an

investigation to be made. He shall describe the results of this investigation on a copy of form DP1. 1032 which shall be submitted to the Commanding Officer of the Patrol Division. Another copy of this form shall be forwarded through channels to the Intelligence Unit.

15-6.3 Policing a Strike. The precinct or area commander shall, when necessary, order the immediate assignment of sufficient personnel to police a strike situation. If policing is not required, the strike location shall be made a lookout.

15-6.4 Precautions Against a Serious Strike. When a strike of potential seriousness or long duration threatens, the precinct commander shall cause a survey to be made and a map prepared showing the following:

- (1) Entrances and exits to the area, accompanied by the names and widths of the streets concerned.
- (2) Vacant spaces or alleyways between the buildings.
- (3) Location of vacant fields and parking areas.
- (4) Proximity of labor field headquarters, if any are to be established.
- (5) Extent and location of illumination at night.

15-6.5 Information to Labor and Management. Labor and management representatives shall be alerted by precinct commanders to the following regulations.

- (1) The law shall be enforced with strict impartiality.
- (2) Unlawful conditions or acts leading to disorder shall be prevented.
- (3) Force or violence shall not be tolerated.
- (4) The right of the public to use the streets and sidewalks shall be protected.
- (5) All parties to the dispute shall refrain from using language or from using a manner of address that is offensive to public decency or which may provoke violence.
- (6) The employment of professional thugs, bullies and agitators shall not be permitted.
- (7) Police officers shall prevent the gathering of crowds that tend to intimidate or hinder passage in and out of the area.
- (8) Police officers shall not permit parking on the streets, in alleys or on the highways where picket lines are in operation.
- (9) Police officers shall restrain pickets from using

load, offensive or profane language or from making unnecessary noise.

(10) Police officers shall restrain persons who are under the influence of intoxicating liquor from joining the picket lines.

(11) Police officers shall advise private or company guards to confine their police work to the area within the limits of the private property to which they are assigned, unless they are summoned by the police for assistance on the streets and sidewalks.

(12) Police officers shall not permit mass picketing which interferes with the rights of persons to use the sidewalks and streets.

(13) Police officers shall protect the rights of striking employees to conduct orderly picketing.

15-6.6 Uniforms and Equipment. Police officers detailed to strike duty shall wear the uniform of the day and shall report fully equipped. They shall carry nightsticks only when ordered to do so.

15-6.7 Use of Nightsticks. Nightsticks shall be made available at a designated spot but shall not be exhibited unless there is evidence of violence.

15-6.8 Neutrality. Police officers shall not place themselves under obligation to either party involved during a strike. Police officers shall not accept offerings or inducements from either party.

15-6.9 Demeanor. Police officers assigned to strike duty shall be diplomatic in the discharge of their duties, and shall avoid any undue display of police authority. It is not a breach of ethics for the police to speak to participants connected with either side. All police officers, however, shall refrain from entering into arguments or from the passing of unnecessary remarks.

15-6.10 Strike Responsibility. Responsibility at strikes is outlined as follows:

- (1) Police officers shall remain at their posts, spaced at intervals, along the picket line. They shall not gather in groups.
- (2) Police officers shall be watchful for any violation at law particularly assault and battery and also other unlawful interference with the rights of persons and their property.
- (3) Police officers shall attempt to prevent physical contact that is unlawful or violent.
- (4) Police officers shall not permit street meetings unless permission has been granted by the Chief of Police.
- (5) Police officers shall restrain pickets from trespassing on private property unless they have been given permission to do so by the owner concerned.

15:7 SUICIDES

Police officers first on the scene where a person is threatening to jump from a building or other structure

shall immediately so notify the desk officer or the dispatcher and request assistance.

15:7.1 Responsibility of Superior Officer or Dispatcher. The desk officer or dispatcher shall immediately cause the dispatch of the emergency squad with life net and whatever additional personnel or equipment is necessary to supplement the rescue operations. If a police life net is not available, notify the Fire Department to dispatch its life net and the complement of men to effect its operation.

15:7.2 Responsibility of Police Officers. Pending the arrival of the life net, emergency squad personnel and any other additional assistance, the police officers at the scene shall:

(1) Remain calm so as not to excite the person who is threatening to jump.

(2) Use every means possible to dissuade and pre-

vent the person from jumping.

(3) Seek the assistance of his friends, relatives or clergyman.

(4) If possible, confine the person to a location where the life net can be set up to advantage and prevent his jumping from another spot.

(5) When the person is on a ledge or roof of a building, try to confine him to the side of the building which presents the best opportunity for setting up the net.

15:7.3 Removal for Mental Observation. When a suicidal jump has been averted and the person is taken into custody, police officers shall arrange for his removal to the hospital for mental observation.

CHAPTER 16

ELECTION DUTIES

16:1 RESPONSIBILITY OF DESK LIEUTENANT

Desk lieutenants, before sending patrolmen to duty at polling places shall instruct them on election duties.

Desk lieutenants shall also arrange for meal and voting time relief for these patrolmen.

16:2 RESPONSIBILITY OF CAPTAINS, LIEUTENANTS AND SERGEANTS

Captains, lieutenants and sergeants shall frequently visit the polling places under their charge to insure

that patrolmen assigned are properly performing their duty

16:3 RESPONSIBILITY OF PATROLMEN

When police officers are detailed to duty at polling places, they shall not engage in political arguments nor shall they interfere in any way unless they are called upon to perform a police service. They shall preserve the peace, require that an unobstructed passage is kept open to the voting machines, and under the direction of the board enforce the election laws. They shall make certain that all who are entitled to vote be given the opportunity to do so. Patrolmen shall also bear in mind that only a superior officer can excuse them from duty at a polling place or from duty at any other assignment.

16:3.1 Voters in Line at Closing Time. Voters in line at closing time shall be allowed to vote. Police officers assigned to duty at the polling places shall station themselves at the end of the line at the time set for the closing of the poll and shall prevent anyone else from entering this line.

16:3.2 Electioneering Restriction. Electioneering or the display of election posters, cards or signs is prohibited within one hundred feet of the entrance door or doorway of either side, or to the front of any

building within which is located a polling place.

16:3.3 Noontime Election Report. Police officers stationed at polling places shall, at noon, telephone their precinct stations announcing the number of votes cast, according to the wards and districts.

16:3.4 Uniform Requirement. When stationed at polling places, police officers shall wear their full uniform at all times and shall refrain from smoking, and allow no other person to smoke within the polling area.

16:3.5 Tallying of the Votes. At the completion of the casting of votes, it shall be the duty of the police officer assigned to the polling place, to see that the members of the Election Board are not interfered with while the tallying of votes is in progress.

16:3.6 Pickup of the Voting Machines. Police officers assigned to polling places containing voting machines which are to be picked up on election night shall remain with and protect those machines until such time as they are picked up by those persons designated by the Commissioner of Elections to do so.

16:4 RESPONSIBILITY OF ELECTION JUDGES

Judges of Election shall have full charge of the polling places and possess full authority to maintain order and to enforce obedience to their lawful commands during an election and during the counting of votes. If any person shall refuse to obey their lawful commands, or by disorderly conduct in their presence or hearing, interrupt or disturb their proceedings,

Judges of Elections may order the arrest of such person. Police officers stationed at polling places are subject to the lawful orders of the Judges. Police officers do not have the right to eject persons lawfully therein from polling places during the counting of votes.

16:5 JUDGES THE CUSTODIANS OF VOTING MACHINES

The Judges of Election are the custodians of the voting machines and should any attempt be made to carry away, to damage or to destroy the machines

during the polling or counting of votes, it shall be the duty of all police officers present to render all assistance in their power to these Judges.

CHAPTER 17

LICENSES AND PERMITS

17:1 PURPOSES OF LICENSING

Licensing regulations have been established for many purposes, including the prevention of crime, the maintenance of order, and the regulation and control of businesses and professions.

17:1.1 Application. Applications for licenses and permits in businesses and in occupations requiring such control shall be made to the agency having jurisdiction for the issuance of such license or permit, except as may be otherwise noted.

17:1.2 Jurisdiction. Designated city agencies shall have jurisdiction for governing the issuance of licenses and permits for the operation of many businesses and for the pursuit of certain occupations. In many instances the investigation of applications and the exercise of supervision over the business or occupation is vested in the issuing agency. In other cases the responsibility for investigating applications is vested in the Police Department.

17:2 LICENSE AND PERMIT ISSUANCE BY POLICE CHIEF

The Office of the Chief of Police shall have responsibility for issuance of licenses and permits, as follows

Authority

- (1) Canvasser and Solicitor Permits ...C.O. 8.30
- (2) Concealed Weapons Permits ...NJS-2A:151-44
- (3) Dance Permits ...C.O. 8.216

- (4) Distributors—Advertising Matter ...C.O. 8.22
- (5) Firearms Purchase Permit ... NJS-2A:151-36
- (6) Press Cards
- (7) Special Events
- (8) Sound Permits
- (9) Tag Days

17:3 LICENSE AND PERMIT ISSUANCE BY OTHER AGENCIES SUBJECT TO INVESTIGATION BY POLICE

17:3.1 Alcoholic Beverage Control. This City agency is responsible for the issuance of licenses, transfers, and renewals of plenary retail consumption, distribution, and club establishments under authority of *New Jersey Statutes* 33:1-12.

17:3.2 Bureau of Dog Control. This City agency is responsible for the issuance of Dog Kennel licenses under authority of *City Ordinance* 4.22.

17:3.3 Office of the City Clerk. This City agency is responsible for the issuance of licenses for Bingo and Raffles, under authority of *New Jersey Statute* 5:8-52 and for Constable licensing, under authority of *New Jersey Statute* 40:41-34.

17:3.4 Division of Licenses. This City agency is responsible for the issuance and the control of permits and licenses for a variety of activities, including

- (1) Automatic Amusement Devices
- (2) Amusement Parlors

- (3) Auctioneering
- (4) Billiard Rooms
- (5) Bowling Alleys
- (6) Dance Halls
- (7) Florists
- (8) Itinerant Vendors
- (9) Junk Shop Keepers
- (10) Phrenologists
- (11) Professional Boxing and Wrestling
- (12) Roller Skating Rinks
- (13) Shooting Galleries
- (14) Shows and Exhibitions
- (15) Transient Merchants
- (16) Restaurants

17:4 LICENSE AND PERMIT ISSUANCE BY OTHER AGENCIES NOT SUBJECT TO INVESTIGATION BY THE POLICE DEPARTMENT

Many licenses and permits other than those enumerated in the preceding sections and paragraphs

are issued by City agencies and do not entail police investigative responsibility.

17:5 DEPARTMENT INVESTIGATIVE RESPONSIBILITY

In designated businesses, in enterprises, and in occupations controlled by license, by permit or otherwise, where the application renewal, or where the transfer is subject to investigation by the Police Department, the responsibility is delegated as follows.

17:5.1 Investigation Division

	Authority
Automatic Amusement Device Distributor	C.O. 8 234A
Bingo and Raffles	N.J.S. 5 8-52

17:5.2 Bureau of Special Assignments

	Authority
(1) Special Police	N.J.S. 40 47-19
(2) Taxicabs	C.O. 31
(a) Driver	(c) Starter
(b) Owner	(d) Transfer

17:5.3 Patrol Division

Planclothesmen—License Investigators Authority

- (1) Automatic Amusement Device and Transfer C.O. 8 221 and C.O. 8 227
- (2) Amusement Parlor
- (3) Auctioneer
- (4) Auction Business
- (5) Auction Sale of Jewelry
- (6) Alcoholic Beverages N.J.S. 33
(Consumption—Distribution—Club Special)
(Social Permit—License Renewal and Transfer)

- (7) Billiard and Pool Room C.O. 8 163
- (8) Bowling Alley C.O. 8 163
- (9) Concealed Weapons Permit N.J.S. 2A.151-44
- (10) Constables N.J.S. 40.41-34
- (11) Dance Halls C.O. 8 210
- (12) Dog Kennel C.O. 4 22
- (13) Firearms Purchase Permit N.J.S. 2A 151-35
- (14) Florist C.O. 8 148
- (15) Junk Shop Keeper C.O. 8 73
- (16) Press Card Holders
- (17) Miniature Golf Course C.O. 8 163
- (18) Restaurant C.O. 8 163
- (19) Roller Skating Rink C.O. 8 163
- (20) Shooting Gallery C.O. 8 18
- (21) Phrenologist C.O. 8 154
- (22) Professional Boxing and Wrestling C.O. 8 202
- (23) Show and Exhibition C.O. 8 192
(Amateur Shows, Circuses, Concerts, Dog and Cat Shows, Model Train Exhibitions, Motion Picture House Theaters, Stage Shows, Roller Skating Derbies).
- (24) Transient Merchant—
Itinerant Vendor C.O. 8 39

17:6 FINGERPRINTING FOR CERTAIN OCCUPATIONS

Applicants must be fingerprinted to engage in any of the business, occupations or enterprises for which

the Police Department has investigative responsibility.

17:7 THE INVESTIGATION OF THE APPLICANTS

Police officers shall investigate the applicant's police record, his character and habits, and the statements he gives in his application. The commanding officer having jurisdiction, shall require that the investigation be conducted as expeditiously as possible and shall cause the results to be forwarded through channels.

17:7.1 Grounds for Disapproval. The commanding officer shall recommend the disapproval of an application:

- (1) When the applicant has been convicted of a crime,
- (2) When the applicant makes a false statement in the application or,
- (3) When the issuance of such license can be considered justifiably objectionable for any reason.

17:7.2 Police Officers Observing Violations. When police officers observe any violations of the conditions under which any license or permit is granted, or when they observe a person engaged in any business, occupation, or enterprise requiring a license or permit without having secured one, they shall take action as follows:

- (1) If the circumstances warrant an arrest, then they shall take that course of action.
- (2) If the circumstances do not warrant an arrest, they shall submit a report to their command. In turn, the command shall forward this report through channels to the issuing agency for whatever action the agency decides to take.

17:7.3 Arrest of Licensee. When police officers make any arrest, and the arrestee is the holder of any license or permit issued by a City agency, the cur-

circumstances of the arrest shall be forwarded through channels to the issuing agency for whatever disposition it deems necessary.

17:7.4 Arrest in a Licensed Premises, When an ar-

rest occurs *in any licensed premises* and there is cause to believe that collusion exists between the arrest and the licensed premises, the facts shall be forwarded, through channels, to the issuing agency for whatever disposition it deems necessary.

CHAPTER 18

UNIFORMS AND EQUIPMENT

18:1 UNIFORM AND EQUIPMENT REGULATIONS

Police officers and certain civilian employees of the Police Department shall wear uniforms and use the equipment prescribed for their rank and assigned duty as set forth in Department Rules and Regulations, and in Procedures and Orders. Uniforms and equipment shall be inspected as is directed in the General Order "Basic Uniform Regulations." Commanding officers shall inspect new items of uniform or equipment parts before they may be worn or used. Inspecting officers shall reject any item of uniform or equipment that does not conform to Department specifications.

18:1.1 Responsibility for Use and Care. Police officers and certain civilian employees shall be responsible for the use as authorized and the proper care of their uniform and equipment.

18:1.2 Reporting Lost, Damaged and Unserviceable Equipment. Any police officer who loses or damages his badge, cap wreath, official police revolver or any other item of City issued equipment shall immediately apprise his commanding officer of the facts by the submission of a detailed "Administrative Report." The commanding officer shall then cause an investigation to be made relative to the loss or damage. After reviewing the results of the investigation, the commanding officer shall recommend whether or not charges are to be preferred.

18:1.2-1 Equipment Issued by the City. Police officers shall also be required to execute a receipt when any equipment has been issued to them by the Police Department. City issued equipment shall remain the property of the Department and shall be returned upon their separation or suspension from the Department.

18:1.2-2 Care of Property. Police officers shall be responsible for the care of fixed or movable Department property that has been assigned to their use or custody.

18:1.2-3 Negligent Loss or Damage of City Issued Equipment. Each police officer shall be required to pay the cost of repairs for negligent damage to or cost of replacement for the negligent loss of the official police revolver, badge, cap wreath or of any other item of City issued equipment.

18:1.3 Items Supplied by the City. Regulation items supplied by the City to police officers entering the police service are enumerated as follows.

- (1) Badge
- (2) Cap wreath
- (3) Identification Card (Laminated)
- (4) Police Revolver
- (5) Signal Box Key

- (6) Ammunition
- (7) Summons Book
- (8) Newark Police Dept. Law Manual
- (9) Newark Police Dept. Rules & Regulations
- (10) Riot Helmet (With I.D. Serial Number Affixed)
- (11) Training Keys
- (12) Name Tag
- (13) Name Tag Holder (Black Leather)

18:1.4 Items Issued to Traffic Division Officers
Police Officers assigned to the Traffic Division shall receive the regulation:

- (1) Safety helmets to all motorcycle officers
- (2) Straw Sheriff Campaign style hats and winter Northwest Mountain caps to all mounted members.
- (3) Jeep and Wrecker personnel shall receive:
 - (a) Safety shoes
 - (b) Mack raw Jacket
 - (c) Lightweight Jacket
 - (d) Dungarees
 - (e) Work shirts (long & short sleeve)
 - (f) Work gloves
 - (g) Caps (Baseball type)

18:1.5 Items Issued to Emergency Bureau Officers
Police Officers assigned to the Emergency Bureau shall receive:

- (1) Safety shoes
- (2) Mack raw Jacket
- (3) Lightweight Jacket
- (4) Dungarees (Police Officers)
- (5) Chino Trousers (Superior Officers)
- (6) Work shirts (Long & short sleeve)
- (7) Work gloves
- (8) Caps (Baseball type)

18:1.6 Equipment Purchased by Police Officer
Police Officers shall purchase at their own expense all items of equipment not supplied by the city, enumerated as follows:

- (1) Whistle (Traffic Style)
- (2) Flashlight
- (3) Iron Claw or handcuffs
- (4) Blackjacks or billy
- (5) Dependable watch
- (6) Pencil and ballpoint pen
- (7) Foul weather gear for inclement weather
- (8) Nightstick or baton
- (9) Holster and extra ammo carrier
- (10) Nightstick ring for belt
- (11) Shoulder support strap and safety Break-away clip (Motorcycle Officers only).

18:1.6-1 Equipment Required for Use. Police Officers in uniform and on duty shall carry or have readily available for use, all the articles listed under 18:1.6.

18:1.7 The Nightstick or Baton. The nightstick or baton shall be made of sound locust or other durable wood and shall be twenty-two inches in length and on and three-eighths inches in diameter.

18:1.7-1 Nightsticks Carried on Night Foot Patrol. Sergeants and Police Officers when assigned to night foot patrol shall carry the nightstick.

18:1.7-2 Nightsticks in Possession on Mobile Patrol. Sergeants and Police Officers when assigned to mobile or mounted patrol (including motorcycles) shall have a nightstick in their possession available for use.

18:1.7-3 Nightsticks for other Duty. Police Officers shall also carry nightsticks during assignments other than patrol when conditions warrant or when so ordered.

18:1.8 The Billy or Blackjack. At all times when on duty, Police Officers shall carry the billy or blackjack, readily available for use in an emergency.

18:1.9 Nippers, Handcuffs or Iron Claw. Police Officers may use nippers, nippers, or the iron claw on a prisoner to prevent him from escaping or from injuring others, or on a mentally ill person to restrain him from injuring himself or others.

18:1.9-1 Use on Juveniles and Women. Police Officers may apply restraining devices on juveniles and women only where absolutely necessary.

18:1.9-2 Caution Against Excessive Tightening of Iron Claw. Police Officers shall guard against undue tightening of the iron claw. They shall not restrain a prisoner in excess of the amount of force necessary to prevent escape.

18:1.10 Keys for Department Handcuffs. When Police Officers apply department Handcuffs, two keys must always be available.

- (1) One key retained with cuffs,
- (2) One key left at either the district desk or at the office of the unit commander

Each officer, prior to using handcuffs, shall be certain that the key to open them is readily available.

18:1.11 Use of the Traffic Whistle. Police Officers shall use the Traffic Whistle to summon assistance and/or to direct traffic. All uniformed Police Officers shall have a traffic whistle in their possession.

18:1.12 Inclement Weather Garments. Police Officers shall equip themselves with heavy duty footwear and inclement weather garments as follows:

- (1) A regulation raincoat with badge holder;
- (2) A regulation cap cover with provision for visible display of the official cap wreath;
- (3) Black rubbers or rubber boots.

18:1.12-1 Raincoat & Cap Cover Material. Police Officers who enter the department after January 1, 1975, and police officers who replace existing foul weather gear after that date, will equip themselves with a nylon type reversible, navy blue on one side with fluorescent orange on the other side, with cap cover to match. Members who purchase foul weather gear prior to that date will be allowed to wear black heavy duty raincoats and cap covers.

18:1.13 The Badge, Name Tag, Holder, Cap Wreath and other insignia. Police Officers shall wear only the badge and name tag, properly affixed to the holder, cap wreath, insignia and emblems on the outer part of their police uniforms that are prescribed for their respective ranks. Police Officers shall also be permitted to wear military service ribbons and department award bars and ribbons as directed in General Order 63-24.

18:1.14 Carrying Badge and Identification Card Off Duty. Police Officers wearing civilian clothing shall carry the official badge and identification card on their person at all times in such a manner as to permit ready display when required.

18:1.15 Availability of Prescribed Equipment. Police Officers shall carry or have available when needed, all of the items prescribed for their rank, position or assigned duty.

18:1.16 Maintenance of Equipment. Police Officers shall maintain all items of equipment in a serviceable condition and shall make replacements when the need arises, or when ordered to do so by their commanding officer.

18:1.17 Use of Approved Holster Only. Police Officers, in uniform or in civilian clothes, on duty or off duty, shall carry their service or approved off duty weapon in a holster which has been approved for use by the Police Director. Approved holsters include the "Audrey" (Safety clip type) holster, "Breakfront" type holster, or "Strap Type" holster, which prohibits pulling of weapon without unstrapping a strap.

18:2 PURCHASE OF REGULATION UNIFORM

18:2.1 Police Officers. Police Officers shall purchase items of the regular uniform to comply with the General Order entitled "Basic Uniform Regulations."

18:2.2 Civilian Employees. Certain Civilian employees required to wear a uniform shall purchase items of their regulation uniform to comply with the General Order entitled "Basic Uniform Regulations."

CHAPTER 19

DEATH BY CRIMINAL VIOLENCE, CASUALTY AND SUICIDE

19.1 PROTECTING THE CRIME SCENE

The police officer first to arrive at a crime shall render assistance to the injured and shall safeguard the crime scene. The crime scene shall be preserved in its natural state, and the first officer to arrive shall

take the necessary steps to isolate the area. He shall be responsible for preventing any removal, destruction, rearrangement or concealment of physical evidence.

19.2 DEFINING THE CRIME SCENE

The crime scene is defined as the place and surroundings where the offense was committed, or as the place where the body or evidence of a crime is found. In homicide cases or in other cases where the crime was committed at one location and the body or evidence moved to another, both locations or all pertinent locations are to be considered part of the crime scene.

19.2.1 Crime Scene. Police officers shall protect the crime scene, such as the adjacent approaches and the areas of escape. Printed signs, ropes, barricades or other necessary restraints shall be utilized to insure effective protection, if available.

19.2.2 Crime Scene Photography and Fingerprinting. Police officers shall protect crime scenes against intrusion by all unauthorized persons. They shall make certain that nothing is touched, removed or disturbed until the Medical Examiner or his representative has completed the required examination, and the investigating officers have completed their search for clues, and there is no further need to safeguard the area.

19.2.3 Finding a Dead Body. A police officer shall notify the desk lieutenant in charge of an area where a body is found, and he shall also notify the radio dispatcher when

(1) He finds, or is directed to, a dead human body, or a presumably dead human body, in a public place whether a crime is apparent or not

(2) He finds, or is directed to, a dead human body, or a presumably dead human body, in a private place under circumstances indicating that a crime may have been committed

19.2.4 Police Officer to Make Prompt Notification. A police officer finding a dead body shall notify his command or the desk officer in the area of occurrence, and when necessary he may by the most effective means available secure the assistance of a private citizen to make the required notification. The police officer finding a dead body shall not leave the scene unattended for even a short period of time.

19.2.5 Additional Notification by Detectives. A member of the Detective Division shall notify the

desk lieutenant in charge of the Detective Division when finding a dead body

19.2.6 Responsibility of Radio Dispatcher and Area Desk Lieutenant. When notified concerning the finding of a dead body as outlined in the preceding paragraphs, the area desk lieutenant or the radio dispatcher shall:

(1) Notify the desk lieutenant of the Detective Division, and

(2) Request that an ambulance with a doctor be sent to the scene

19.2.7 Responsibility of the Detective Division Desk Lieutenant. When notified of the finding of a dead body as outlined in the preceding paragraphs, the lieutenant in charge of the Detective Division

(1) Shall relay the matter to the Homicide Squad so that detectives may be assigned to the investigation.

(2) Shall notify the members of the Homicide Squad on call.

(3) Shall notify the desk lieutenant in the area of occurrence.

19.2.8 Notifying the Clergy. Police officers shall notify the proper clergyman in those cases where the religious belief of the dying or dead person can be determined, if feasible

19.2.9 Responsibility of Ranking Police Officer in Charge of Homicide Scene. The police officer in immediate charge of a homicide scene shall extend the fullest cooperation to the Chief Medical Examiner or to the Assistant Medical Examiner and to the Prosecutor's Detectives, by apprising them of all evidence and clues discovered, of the names and addresses of witnesses, and of all progress made toward the identification of the dead body

19.2.10 The Cadaver.

19.2.10-1 Death Not to Be Assumed. A police officer shall not determine that a human body is

without life even when the body has been mangled, is in an advanced state of decomposition, or when decapitation has taken place. In all cases a physician designated by the City Hospital shall make this determination.

19.2.10-2 Determination of Cause of Death. Death shall be determined by the Chief Medical Examiner, his assistants, his representatives or by another known physician. Physicians and ambulance doctors shall be cautioned when examining a body not to destroy materials, articles, objects or any other matter which may be of an evidential nature.

19.2.11 Notification to Be Made in Homicide. Notification to be made in homicide cases are enumerated as follows:

(1) Police officers shall notify or cause to notify the Records and Identification Bureau. Fingerprints shall not be taken of any dead human body, prior to autopsy, without obtaining the consent of the Chief Medical Examiner or his assistant.

(2) Police officers shall notify the Prosecutor's Office as soon as possible.

(3) The City Hospital intern or doctor on the ambulance is charged with the responsibility for notifying the Chief Medical Examiner, giving the circumstances and obtaining permission to move the body. In cases where the investigating officer informs the desk lieutenant that the circumstances are suspicious and the doctor or the intern disagrees, the desk lieutenant shall, if he concurs with the investigating officer, relay knowledge of these suspicions to the Chief Medical Examiner at once.

19.2.12 Action Guide for First Police Officer at the Scene of a Homicide. The first police officer at the scene of a homicide:

(1) Shall preserve the crime scene and safeguard all evidence.

(2) Shall make notification to his command for investigative aid and for other services required.

(3) Shall obtain the facts of the case.

(4) Shall attempt to learn the identity of the deceased—name, age, address, occupation and nationality (He shall not move body, enter the pockets or otherwise disturb clothing for any reason.)

(5) Shall attempt to apprehend the suspect, if possible. When the suspect has fled, information shall be relayed relative to his identity, his description, and his manner and means of escape, to the Communications Bureau.

(6) Shall detain for investigating officers:

(a) Witnesses of the death

(b) Persons identifying the body

(c) Persons present at the arrival of the officer

(d) All other persons who may help to solve the crime

(7) Shall clear the scene of all persons including relatives, the curious and others, while detaining those pertinent to the case in another room or at a safe distance from the scene.

(8) Shall keep detained persons separated and instruct them not to discuss the case among themselves.

(9) Shall note all pertinent information in detail so that an accurate report can be made wherever possible concerning:

(a) Time of arrival at the scene and name of person who initiated the call.

(b) Conditions of the scene upon arrival relative to the position of the body, evidence found, the persons present and the identity of the deceased with his description.

(c) Time of arrival of other units

(d) Time of arrival of the physician

(e) Time that death was pronounced, the apparent cause of death as stated by the examining physician and the estimated length of time.

(f) Weather conditions

(g) Approximate time crime was committed

(h) Approximate time body was discovered

(i) Name of the person finding the body

(j) Condition of the body

(k) Any visible wounds

(l) Any jewelry, watches, rings

(m) Other pertinent information

19.2.13 Authorized Persons. Authorized persons are defined as follows:

(1) Police, (Firemen in arson cases)

(2) Prosecutor's detectives

(3) Physicians, Chief Medical Examiner or Assistants

(4) Morgue attendants

(5) Laboratory technicians

(6) Clergymen

(7) Other law enforcement agencies which have a recognized interest in the specific case.

(8) Record and Identification personnel assigned to the case.

19.2.14 The Press Not Authorized by this Definition. Members of the press are not considered authorized persons by this definition and shall be excluded from the scene. Information which will not hinder or nullify an investigation shall be given to the press by the Communicable Officer of the Detective Division, or by the superior officer in charge of the investigation with the consent of the Division Commander.

19:3 FIRST SUPERIOR OFFICER AT THE SCENE

The first superior officer to arrive at the scene shall assume responsibility for the proper performance of duty of all police officers at the crime scene until properly relieved.

19:3.1 Directing the Investigation. The superior officer shall direct the investigation, assign duties and be held responsible for the progress of the investigation, until such time as the detectives arrive.

19:4 HOMICIDE SQUAD MEMBER OR INVESTIGATING OFFICER AT SCENE

Members of the Homicide Squad or the investigating officers assigned shall take over the actual investigation at the scene.

19:4.1 Information to Be Noted. The detective or detectives checking the scene shall note:

(a) **Location of Body.** Detectives shall record the exact location of the body with reference to fixed objects at the scene. They shall take and record accurate measurement of distances relative to the direction in which the body is lying, noting the position of the arms, the legs, the head, and the trunk.

(b) **Condition and Arrangement of Clothing.** Descriptions of clothing, head covering and footwear on the body indicating arrangement or disarrangement, whether wet or dry, whether clean or soiled, and presence of visible spots. The color, the material pattern and the maker shall be noted. This shall be recorded to the degree possible in keeping with a superficial examination.

19:5 REMOVAL OF THE BODY AND EVIDENCE

Police officers shall not disturb the body nor permit articles of evidence to be moved except in obedience to the order of a superior officer, the members of the Homicide Squad, or at the direction of the

19:3.2 Relinquishing Investigation to Specialists.

The superior officer in charge shall relinquish the investigative phase to the superior officer or a senior member of the Homicide Squad or to the investigating officer upon his arrival. The superior officer shall assist him by deploying uniform police officers to related tasks and by securing services and equipment as required.

(c) **Visible Wounds.** Visible wounds describing any shape, and discoloration relative to location on the body.

(d) **Bullet Wounds.** Indications of bullet wounds, and whether burning or tattooing (powder residue) is apparent either on a part of the body, the parts exposed or on the clothing.

(e) **Presence or Absence of Weapons.** Presence or absence with relation to the body of any weapon, bullet, cartridge, cartridge case, poison or other object, instrument or tool which might indicate the cause of death.

(f) **Distinctive Marks.** Description of all scars, injuries, wounds, dirt, blood and other distinctive personal marks of identification, as well as condition of the eyes and mouth, whether open or closed, clean or dirty, together with the expression on the face, and the condition of the hands whether clean, dirty, or stained.

Chief Medical Examiner or his assistant. Responsibility for removal of evidence from the scene shall be restricted to the Homicide Squad or to the detectives assigned to the investigation.

19:6 WITNESSING SEARCH OF PERSONAL EFFECTS AT MORGUE

A detective shall when necessary report to the morgue after the body has been removed from the scene, and there witness the examination of the clothing of the deceased, by a morgue attendant so that anything of a possible evidential nature may be uncovered.

19:7 DETECTIVE AT AUTOPSY

A member of the Homicide Squad shall be present when an autopsy is to be performed to obtain information concerning the cause of death and to determine the type, the location, the number of wounds and the type of instrument used. He shall obtain information concerning the identity of the body and when this identity has been verified, give the information to the Chief Medical Examiner for his records.

records.

After obtaining permission from the Chief Medical Examiner or the Prosecutor, he shall tag and package the decedent's clothes and remove them together with the executed forms to the Police Laboratory, or other facilities so that the clothing may be analyzed as soon as possible after the autopsy.

19:8 SECURING THE SCENE

After the body of the decedent is removed and the investigation of the scene has been completed, the Homicide detective or other detective completing the scene investigation shall secure the premises with a

police lock until a survey has been made by County authorities. In cases where Essex County authorities do not make surveys, the Homicide detective shall, if necessary, make such survey.

19:9 HANDLING AND MARKING OF WEAPONS AND EVIDENCE

In homicide investigations, police officers shall exercise extreme care in the handling and marking of evidence which may be uncovered.

19:9.1 Preserving Fingerprints. Police officers shall exercise care so as not to obliterate possible latent fingerprints when recovering weapons.

19:9.2 Preventing Discharge of Weapon. When police officers recover firearms, particularly automatic loading weapons and automatic firearms, they shall handle the weapon with precaution so as to prevent accidental discharge.

19:9.3 Photographing and Fingerprinting. Assigned personnel shall photograph the weapon and check for fingerprints, if possible, at the point of the discovery.

19:9.4 Removal of Hand Weapons. When removing a hand weapon, police officers shall place a pencil through the trigger guard and lift. *They shall not place a pencil or like object into the barrel to pick up the weapon.*

19:9.5 Lifting a Rifle. When lifting a rifle or shotgun, police officers shall place a string or rope through the trigger guard and form a sling by tying the other end at a point near the front sight.

19:9.6 Tagging and Marking Weapons before Removal. Homicide Squad members or other assigned detectives shall tag and mark weapons for identification before removing them from the scene. If the perpetrator is apprehended, then the Homicide detective shall cause that person to make an identification.

19:9.7 Preserving Firearms as Found. When recovering firearms, police officers shall preserve the weapons as when found, and they shall not dislodge burnt powder or alter the position of the cylinder or magazine. They shall not remove rust. They shall prevent grit or dirt from getting into the barrel and shall not actuate the mechanism of revolvers, pistols, rifles or other firearms.

19:9.8 Cartridge and Cartridge Shell Marking. The Homicide detective or the assigned investigating officer shall mark all recovered cartridges and cartridge cases. If the perpetrator has been apprehended, he shall make this identification, if possible.

19:9.9 Marking Slugs and Bullets. Police officers shall not mark slugs and bullets on their cylindrical surfaces. Markings on the cylindrical surface mutilate rifling marks and prevent an accurate identification from being made. Identifying marks shall be scratched on the base or "nose portion." Marking on the base is preferable when more than one is recovered. Police officers shall use distinguishing marks to indicate where each was found. Bullets or slugs recovered at the morgue are marked for identification by the Medical Examiner; those recovered in surgery are marked by the Surgeon.

19:9.10 Carrying of Slugs and Bullets. Police officers shall place each slug and each bullet in a separate container. Police officers shall not allow them to strike against one another before they are so separated in order that identifying marks be preserved.

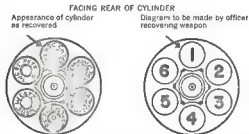
19:9.11 Marking Fired or Loaded Cartridge Cases. Police officers shall not mark cartridge cases and empty shells on the base. Instead, they shall scratch identifying markings on the outside wall. When more than one is recovered, police officers shall so designate in order to establish where each was found. If the perpetrator has been apprehended, he shall make this identification, if possible.

19:9.12 Marking of Revolvers, Pistols and Other Hand Guns. Police officers shall mark revolvers, automatic pistols or hand guns on the frame, on the side of the barrel or on another part that cannot be readily removed. They shall not mark the stock since this part can be interchanged. They shall mark automatic pistols on the barrel and on the frame because these parts unlike other parts of the automatic pistol cannot be interchanged.

19:9.12-1 Marking of Exhibits. The following are exhibits for marking weapons and ammunition which police officers should follow as closely as possible.

MARKING AMMUNITION RECOVERED IN WEAPONS

(1) Revolvers



Scratch arrow on rear face of cylinder to indicate the chamber position under hammer (in line with barrel) when recovered. Then prepare diagram numbering in clockwise direction the remaining chambers, i.e., 2, 3, 4, 5, 6, etc.

FIRE CARTRIDGE CASES



MISFIRE



LOADED CARTRIDGE CASES



Mark loaded and fired cartridge cases with initials, date, and numbers to correspond with numbered chambers in diagram.

Mark of Identification	Chamber Position	Condition	Maker
CW/1	#1	Fired	Peters Cartridge Co.
CW/2	#2	Fired	Remington Arms Co.
CW/3	#3	Fired	Winchester Repeating Arms Co.
CW/4	#4	Misfire	Western Cartridge Co.
CW/5	#5	Loaded	Western Cartridge Co.
CW/6	#6	Loaded	Peters Cartridge Co.

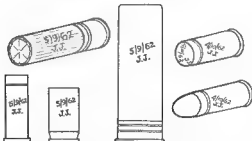
(2) Autoloading Weapons

- Remove magazine from autoloading weapons.
- Unload chamber
- Check weapon, magazine, and cartridges for fingerprints.
- Mark magazine and cartridges with initials, date, and number to indicate cartridge recovered from chamber and position of each cartridge in magazine.

MARKING FIREARMS EXHIBITS FOR PURPOSES OF IDENTIFICATION

For marking, use scriber, needle, or sharp knife. As mark of identification use two initials of recovering officer with date of recovery and item number. Do not use "X" as mark of identification.

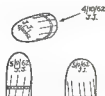
(1) Loaded Cartridges & Fired Cartridge Cases



Mark initials of recovering officer on side of cartridge case near mouth or inside mouth. Do not mark or mutilate rim, head, or primer cup of fired cartridge cases.

For paper shotshells—loaded or fired—use either ink or indelible pencil to inscribe initial(s) of recovering officer on paper tube.

(2) Fired Bullets



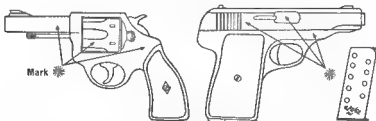
Mark on ogive near nose or base.

Mark initials of recovering officer in area indicated. Wrap bullets individually in clean cotton or tissue paper.

If more than one bullet is recovered, use initials of person recovering and date, and designate each bullet with letter or number, keeping notes as to source of each.

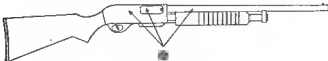
Do not mark or mutilate sides or cylindrical portion containing rifling marks.

(3) Hand arms—Revolvers, Automatic Pistols, Single Shot Pistols



Inconspicuously mark initials of recovering officer with date of recovery on barrel, cylinder, frame, receiver, or magazine as indicated on diagram.

(4) Rifles, Shotguns, Machine guns



Mark initials of recovering officer with date and item number on barrel, frame, and breechblock, etc., as indicated. Except for the magazine do not mark removable part of stocks. Either check for fingerprints or suspend weapon by wooden dowel through trigger guard for transmission to Laboratory to be checked for fingerprints. Do not place weapon in plastic bag. See footnote 8, Table 2.

EVIDENCE IN FIREARMS CASES

TABLE NO. 1 POSSIBLE LABORATORY DETERMINATIONS ADMISSIBLE AS EXPERT TESTIMONY FROM EXHIBITS

EXHIBIT	POSSIBLE LABORATORY DETERMINATION	REQUIRED BY LABORATORY
FIRE BULLET	Make, Caliber, Type of Firearm from which each could have been discharged, type of propellant used, its firing, name of maker and maker's designation as to type, caliber, etc.	Fired bullet.
FIRE CARTRIDGE CASE	Make, Caliber, Type of Firearm in which each could have been fired, type of propellant used in firing, name of maker and maker's designation as to type, caliber, etc.	Fired cartridge case.
TWO OR MORE FIRED BULLETS	In addition to determination possible with a single fired bullet, whether two or all were fired from the same firearm.	Two or all fired bullets.
TWO OR MORE FIRED CARTRIDGE CASES OR SHOT SHELLS	In addition to determination possible with a single cartridge case, whether two or all were fired in the same firearm.	Two or all fired cartridge cases.
FIRE BULLET AND SUSPECTED FIREARM	In addition to determination possible with a single fired bullet, whether bullet was fired from suspected firearm.	Suspected firearm and fired bullet.
FIRE CARTRIDGE CASE AND SUSPECTED FIREARM	In addition to determination possible with a single cartridge case, whether cartridge case was fired in suspected firearm.	Suspected firearm and fired cartridge case.
SUSPECTED FIREARM, AMMUNITION, SCALED PHOTOGRAPH OF POWDER OR SHOT PATTERN AND VICTIM'S CLOTHING.	Approximate distance at which shot was discharged	Suspected firearm, ammunition, scaled photograph of powder or shot pattern, and victim's clothing. See footnotes 2, 3, & 4.
SHOT PELLETS AND WADS	Size of shot, and gauge designation of arm firing wads.	Shot pellets and/or shot wads.

Footnotes: Table 1

1. Fired bullets, fired cartridge cases or fired shot shells and suspected firearms and any ammunition together with manufacturer's boxes, if recovered in investigation should be preserved. These should be submitted to the Laboratory after clearance with your state or other.
2. Consult the laboratory concerning the making of proper scaled photographs of powder patterns on victim's skin, doors, walls, etc. Clothing suspected of containing powder residue if it can be washed in clean water or placed in a clean paper bag and preserved. Should be handled as little as possible. If stained with blood, first dry it, then carefully fumigate to remove blood. See SO-901 USE PRELIMINARY C-1000. Firearm have not been processed for latent prints or if they are to be examined for both fired (type or name) and latent. Consult the laboratory regarding proper methods to be used in order to minimize scattering of the X-rays when making photographs of bullets, bullet tracks and/or pellets in the victim's body.
3. Radiographs. If proper X-rays of bullets in pellets embedded in victim's body are submitted to the Laboratory, information may be developed, identifying caliber, type and probable manufacturer of fired bullets, and/or use of shot pellets.
4. Information regarding type of wad and type of propellant reflecting through and through (entrance-exit) gun shot injuries is also possible from examination of proper X-rays of the bullet track.

TABLE NO. 2
INSTRUCTIONS FOR HANDLING, MARKING, AND SHIPPING FIREARMS EXHIBITS

[illegible]

Features- Table 2

- Report should be made covering source, date, place, time and relative position of each hit (time - scored). Parameters of method employed in marking for future purposes of identification.
7. Seize examination of face of first bullet may disclose type of propellant used, and tons of first bullet may reveal impact with fabric, wood, glass, etc. care should be exercised in placement of marks of analysis.
8. Marking should be made where bullet enters, indicating relative position in and out, and recede from lined objects.
9. Partial registration should be stamped of explosive substances from the mark. Loaded ammunition should be stamped on targets only.
10. After receiving an inspection, exhibit may be forwarded by the laboratory via messenger, parcel post, mail, or express. Ship in rigid container. Before submitting to laboratory ship distance from the exposure office.
11. Check ammunition boxes for fingerprints. Loaded or fired cartridges may contain identifiable latent fingerprints.
12. Always subject suspected weapons to examination and test firing by the laboratory.
13. If weapon damp with blood in coordination, fill it air dry, then extract weapon and ammunition for fingerprints before placing in case or storage box.

19:9.13 Marking of Rifles and Shotguns. Police officers shall mark a rifle or a shotgun on the frame, the receiver, the barrel, or other part that is not

readily removed. The stock shall not be marked because it can be interchanged.

19:10 TAGGING OF KNIVES

Police officers shall mark, tag, and measure a knife before placing it in a proper container and before removing it from the scene. Identifying in-

formation shall be inscribed on the outside of any such container

19:11 BLOOD ON KNIFE

Police officers shall not remove blood from knives. They shall bring such evidence to the Police Labora-

tory for examination, accompanied by the properly executed forms, as soon as possible.

19:12 BODY TO BE TAGGED

Police officers shall tag the body of the deceased with information relative to the identity and the time, the date and the location of the occurrence. Police officers shall tie the tag to a part of the deceased's

clothing or if without clothes to the ankle or the wrist. Police officers shall complete the tagging before the deceased is removed from the scene.

19:13 CONTROL OF EVIDENCE

In order to shorten the chain of evidence, and to establish an uninterrupted continuity of evidence that can be traced from the crime scene to the labo-

ratory and to the court, only designated persons shall be in control of evidence.

19:14 OTHER MATERIAL EVIDENCE

Police officers shall use caution and care in the handling of all evidential material. They shall be responsible for its preservation, its proper tagging and

its prompt delivery to the laboratory or other special place for analysis.

19:15 AGGRAVATED ASSAULTS — SERIOUS CASES

The first police officer to arrive on the scene shall treat any serious aggravated assault as he would a possible homicide.

information or in extreme cases to obtain a dying declaration.

19:15.1 Removal of Victim. If the casual has been removed from the scene to a hospital, a detective shall be dispatched to obtain the necessary follow-up

19:15.2 Detailing Protective Custody. Depending on the circumstances surrounding the assault perpetrated, it may be necessary to detail a detective or police officer to stay with the casual either until he dies or until such time as he is out of danger.

19:16 AUTO MANSLAUGHTER

In all cases of death or serious injury caused by a motor vehicle, police officers shall notify the Homicide Squad.

and run, police officers shall check the scene for the purpose of uncovering glass fragments and other pertinent evidence. They shall measure the tire marks and describe them when practicable.

19:16.1 Serious Motor Vehicle Cases. In serious cases involving a motor vehicle, the motor vehicle shall be examined by a city mechanic, if practicable, before its removal from the scene. The lieutenant in charge of the Detective Division shall make certain that this procedure is carried out.

19:16.4 Suspect Car in Hit and Run Case. An automobile suspected of being involved in a hit and run case shall be carefully examined by the investigating officer for traces of clothing, flesh, blood, or any other evidence. A member of the Records and Identification Bureau shall dust the car for fingerprints and shall take photographs of the scene.

19:16.2 Fatal Cases. In fatal cases involving a motor vehicle, police officers shall seek out, separate and interview witnesses. They shall gather all pertinent evidence and be guided by the same procedure followed in a homicide case.

19:16.5 Notification of Family. At the earliest opportunity the investigating police officer shall notify or cause the notification of the family of the dead or badly injured person.

19:16.3 Hit and Run Cases. In cases involving hit

19:17 INDUSTRIAL ACCIDENTS RESULTING IN DEATH

Police officers shall preserve and protect the scene as followed in all homicide cases until such time as

the investigation has been completed by the Homicide Squad.

19:17.1 Photographing the Scene. Members of the Homicide Squad or the assigned detective shall cause

photographs of the scene to be taken.

19:18 DEATH BY NATURAL CAUSES

Police officers shall investigate into the circumstances leading to death by apparent natural cause. They shall interview neighbors, relatives and others closely concerned to gain information relating to this person's illness and other attributable circumstances. They shall also secure the medical opinions of the doctor who pronounced death.

19:18.1 Notifying Family or Relatives. At the earliest opportunity the family or relatives of the deceased shall be located and notified concerning the

death and the place to which the body has been removed.

19:18.2 Unclaimed Bodies. When the body is not claimed, arrangements for burial as an indigent person shall be undertaken and so noted in a supplementary report.

19:18.3 Unidentified Dead. When a decedent is unidentified, the body shall be photographed and fingerprinted by members of the Records and Identification Bureau.

19:19 DEATH BY DROWNING

Police officers shall cause bodies of drowned persons to be brought to shore to await the arrival of the Chief Medical Examiner or his assistant. When either does not respond the "pronouncing" physician shall comply with the instructions set forth by the Medical Examiner for the removal of the body to a designated morgue.

19:19.1 Policing the Scene. Police officers shall

police the scene of a drowning and gather all available evidence. They shall follow the procedure as in a homicide case.

19:19.2 Investigation to Be Thorough. Occasionally a drowning, appearing to be a simulated suicide, is actually a criminal homicide. Investigators shall be careful and thorough in the initial stages of the investigation so as not to overlook necessary evidence.

19:20 SUICIDE BY HANGING

In hanging cases, police officers shall cut the rope in such a manner so as to preserve and not to destroy

the pattern of the knot.

19:21 INVESTIGATING OF SUICIDE

The assigned investigator shall attempt to establish the motive in the investigation of a suicide. Any notes purportedly left by the deceased shall be analyzed and compared with other samples of his handwriting. Police officers shall contact relatives so that arrangements can be made for claiming the body.

19:21.1 Protecting Personal Effects. The personal effects of a decedent, if he had been living alone, shall

be safeguarded until the rightful claimant is located. In these cases, the premises shall be secured with a police lock.

19:21.2 Suicide by Poisoning. Laboratory facilities shall be utilized in cases of suicide by narcotics, by poisoning or by other means. All evidence uncovered in this instance shall be packaged, tagged and transported to the laboratory as soon as possible.

19:22 LAWS PERTAINING TO DEATHS BY CRIMINAL VIOLENCE

19:22.1 Municipal Police Required to Notify Chief Medical Examiner. When, in the county, any person shall die as a result of violence, or by casualty or by suicide, or suddenly when in apparent health, or when unattended by a physician, or within twenty-four hours after admission to a hospital or an institution, or in prison, or in a suspicious or unusual manner the Police Department of the municipality in which he died shall immediately notify the Office of the Chief Medical Examiner of the known facts concerning the time, place, manner and circumstances of the death. Source: *New Jersey Statutes* 40 21-66 Laws of 1927 Chapter 106.

19:22.2 Citizens to Report Certain Deaths—Mis-

demeanor. A citizen who may become aware of any person who shall have died of criminal violence, or by casualty or suicide, or in any suspicious or unusual manner shall report such death to the Office of the Chief Medical Examiner, or the Police Department of the municipality in which such person died. A person (to include any member of the Department) who shall wilfully neglect or refuse to report such death, or who, without an order from the Office of the Chief Medical Examiner, shall wilfully touch, remove, or disturb the body of any such person, or touch, remove or disturb the clothing or any article upon such body, shall be guilty of a misdemeanor. Source: *New Jersey Statutes* 40 21-75.

19:23 GUIDE FOR PHOTOGRAPHERS AND FINGERPRINT PERSONNEL

Photographer and fingerprint personnel shall be guided in their action by the instructions of the in-

vestigating detectives.

19:24 SAFEGUARDING PERSONAL EFFECTS

Police officers shall safeguard those personal effects not evidential in nature of any dead person until the rightful claimant is located. They shall cause arrangements to be made for turning over the effects to the County Treasurer within ten days as required by law.

CHAPTER 20

COMMUNICATIONS

20:1 OFFICIAL WRITTEN COMMUNICATIONS

Any written communication containing matters relating to the official business of the Department or to a police officer thereof, shall be considered an official communication, and shall be promptly forwarded to its addressed destination through proper channels, unless competent authority directs otherwise. A police officer receiving a communication from a subordinate directed to a higher command shall endorse it indicating his approval, disapproval or merely his acknowledgment.

20:1.1 Use of Department Stationery. All communications and reports shall be made upon forms provided especially for that purpose, or in cases for which no specific forms are provided, upon precinct or bureau stationery. All such communications and reports shall, when practicable, be forwarded flat or loosely rolled, without creasing or folding.

20:1.2 General Format for Communications. Police officers when forwarding communications or reports requiring their signatures shall affix their names in full using a conventional or ballpoint pen. They shall represent their middle name by the first initial in that name. They shall transcribe all official communication in either pen and ink, or typewritten form, and as far as practicable, shall deal with only one subject. Superior officers shall direct their written communication in typewritten form, whenever practicable.

20:1.3 Use of Official Titles. When reference is made in the body of a communication concerning a police officer, for the first time, his rank, title, first name in full with middle initials, his surname and the command to which he is assigned, shall be used. Subsequently, he can be referred to by rank and surname.

20:1.4 Outgoing Communications. All official communications sent out by the Department, unless otherwise ordered, shall be signed by the Chief of Police or by an official duly authorized to sign the name of the Chief. Whenever a properly authorized official signs the name of the Chief of Police on an official communication, he shall also affix his initials immediately below such signature. The sending of official crime circulars of any description to other cities, departments or institutions must conform to the provisions of the General Order entitled "Bulletin Circulars." The Chief of Police or Director of Police may grant permission to service units or to other Department sub-divisions to communicate directly with outside agencies.

20:1.5 Initials of Sender and Typist. All outgoing

official communications that are typewritten shall bear, in the lower left hand corner, both the full initials of the person who dictated, and the stenographer who typed such communication.

20:1.6 Rubber Stamped Signatures Prohibited. Police officers shall under no circumstances use rubber stamps to sign official communications. This Rule does not apply to the aides or stenographers of division commanders who may rubber stamp signatures of their commander on copies of orders and notices when they are directed to do so.

20:1.7 Filing and Retaining Official Communications. All communications or official papers received that are required to be kept in any branch of the Department shall be carefully preserved for filing and indexing in accord with the system established by the Department *Manual for Administrative Filing*. Copies shall be made of all official communications issuing from the Department and shall be kept in the office of origin.

20:1.8 Waiting Period for Official Replies. Communications forwarded to precincts or to bureaus for official replies and reports forwarded from higher commands shall be answered on or before the suspense date noted on the communication.

20:1.9 Grammatical Usage and Accuracy. Clerical and grammatical errors and inaccuracies in the transcription of names and addresses in communications and reports shall be carefully avoided. All superior officers signing communications and reports containing such errors shall be held responsible.

20:1.10 Conciseness and Ordinary Use of Language. Official Departmental correspondence shall be plain and concise in language. Statements shall be made in terms that cannot be misunderstood. Each paragraph shall deal with only one phase of the general subject. Unnecessary introductory or explanatory paragraphs shall be avoided.

20:1.11 Rank, Name and Command. When a police officer is mentioned by name in any communication or order, his grade or rank shall precede the name. His precinct, bureau, or unit designation shall follow his name.

20:1.12 Signature, Rank, and Badge Number. Each police officer shall always sign his full name legibly. He shall also neatly fill in his rank, his badge number and the precinct, division, or unit to which he is assigned after affixing his signature to reports, to complaints, or to other official documents of any kind.

His rank and his badge number shall follow on the next line below

20:1.13 Communications through Channels. All communications of any nature shall pass through regular channels (chain of command) except where special provision has been otherwise made in any case where there is insufficient time for a communication to pass through regular channels, a subsequent report shall be prepared explaining the short-cutting action which shall be transmitted through regular channels.

20:1.14 Communications with the Police Director. Police officers shall be authorized to communicate with the Police Director concerning any matter that they wish to discuss to him. Nothing contained in these *Rules and Regulations* shall be construed to prevent or abridge this privilege conferred upon all members of the Department nor shall any police officer attempt to prevent or discourage any such communication.

20:1.15 Spelling of Names. The correct spelling of names is of the utmost importance in a official correspondence, reports, cards or records. Names shall be spelled out in full except when correspondence is directed to a person who chooses to use two given names. In this instance, it will be proper to inscribe one of the given names in full, along with the first initial of the other, i.e., John J. Jones, or J. Joseph Jones. If, however, the correspondence refers to a communication received from someone, not a police officer, who signs his name by using only initials be-

fore his surname such as J. J. Jones, then this form is also acceptable for use in official correspondence.

20:1.16 Discrediting Communications. A police officer shall not communicate any information, orally or in writing, discrediting his associates, superior officers, the Police Department itself, the City Council, and the Mayor and his official family. This *Rule* does not apply, however, when he is bound by the *Rules and Regulations* to inform his superior officers of any information that is violative of these rules.

20:1.17 Department Stationery Restriction. Police officers shall not use Department stationery for their private correspondence.

20:1.18 Inter-departmental Correspondence. Police officers shall observe the margin already established on the "Administrative Submission." On this form the signature "Sur" already inscribed precedes the body of the report. Police officers shall use the complimentary close, "Respectfully submitted," below which shall appear their signature and rank.

20:1.19 Incoming Correspondence. Incoming correspondence shall not be opened by anyone other than the individual addressee, or the person in charge of a departmental unit, addressee, or other person granted authority to open specific correspondence. Unauthorized opening of mail addressed to another constitutes a federal offense. Incoming correspondence, not forwarded through the United States Mails shall not be opened and/or read by anyone not the addressee unless specific permission has been authorized.

20:2 RADIO COMMUNICATIONS

20:2.1 Communications Bureau. Personnel assigned to the Communications Bureau shall be responsible for

- (1) The prompt receiving and handling of all telephone calls for police service.
- (2) The accurate receipt and transmission of teletype alarms and messages.
- (3) The clearly enunciated and complete and accurate transmission of all radio messages.
- (4) The courteous receipt of business calls and their expeditious routing.
- (5) The prompt dispatching of the appropriate radio equipped receiving units to calls for police assistance.
- (6) The efficient rendering of assistance to radio equipped units seeking record checks, additional information, assistance in effecting a "chase" and etc.
- (7) The proper use of identifying number by telephone operators when answering telephone calls.

20:2.2 Communications Commander. The commanding officer of the Communications Bureau shall be charged with the complete supervision of all personnel assigned to this Bureau, and subject at

all times to the directions of the chain of command. He shall be responsible for exercising control over all lieutenants, sergeants, complaint officers, telephone and teletype operators, and all others working under his command to determine that their respective duties are performed efficiently.

20:2.3 Visits to Communications Bureau. Visits by citizens or police officers to view the Communications Bureau facilities are forbidden without the express consent of one of the following:

- (1) The Director
- (2) The Chief
- (3) The Commanding Officer of the Administrative Division
- (4) The superior officer in charge of the Command Post and
- (5) The Commanding Officer of the Communications Bureau.

20:2.4 Complaint Officers. Police officers assigned to radio broadcasting shall be designated complaint officers. Duties of this nature, the complaint officer is responsible for transmitting all official orders to radio equipped units and for dispatching such units

to assignments. All orders transmitted in this manner shall have the force of a direct order from the commanding officer of the unit concerned.

20:2.4-1 Special Assignment. Complaint officers shall be police officers especially assigned to radio dispatching in the Communications Bureau. They shall transmit, at, police alarms, all messages, and all information accurately, expeditiously, and concisely. They shall write all messages on proper forms, in the prescribed manner, before they transmit them.

20:2.4-2 Familiarity with Federal Communications Commission Rules. Complaint officers shall be familiar with the rules and regulations contained in the "Communications Act," and those drawn up by the Federal Communications Commission. Moreover, they shall be conversant with the functioning of a radio telephone station.

20:2.4-3 Radio Discipline. All police officers using the police radio either from a radio-equipped mobile unit or from the facilities located in the Communications Bureau, shall strictly observe regulations for such operations as set forth in Departmental orders and by the rules of the Federal Communications Commission. Unauthorized remarks or sounds made by any personnel using radio communications are strictly forbidden.

20:2.4-4 Broadcasting Demeror. Complaint officers shall not use profane, obscene or coarse language while broadcasting nor shall they transmit any unnecessary messages.

20:2.4-5 Uniform. Complaint officers shall wear the uniform that is prescribed by the Department.

20:2.4-6 Unusual Complaints. Police officers assigned to the Central Complaint Desk shall bring to the attention of the lieutenant on duty, any complaint or problem of a difficult or of an unusual nature which they themselves cannot resolve.

20:2.4-7 Supervising Lieutenants to Resolve Difficulties. Lieutenants on duty at the Central Communications Bureau shall be responsible for closely supervising the Central Complaint Desk operations. They shall take immediate steps to resolve any difficult or unusual complaint or any problem that they themselves hear or observe, or which is brought to their attention by the personnel assigned to the Central Complaint Bureau.

20:2.4-8 Complaint Priority. When it becomes necessary to process incoming complaints on a priority basis the order of priority shall be determined by the nature of the complaint as noted in the Gen-

eral Order entitled "Screening and Disposition of Specific Calls." Complaint officers shall use discretion and good judgment in this regard. If the complaint is very serious the complaint officer may reassign any radio car presently attending to a lesser one.

20:2.4-9 Information to Cars. Complaint officers shall elicit sufficient information from the complainant so as to permit the proper dispatching of radio equipped units. They shall relay such information to the assigned unit so that the police officer or police officers involved may be prepared to properly handle the call.

20:2.4-10 Serious Crimes and Emergencies. When receiving calls having to do with serious crimes or emergencies, the complaint officer shall hold the complainant on the telephone after obtaining the location and nature of the call. After dispatching a unit or units to the scene, he shall gather any additional information that may be useful to the unit or units responding.

20:2.4-11 Assisting Units in the Field. When a unit in the field requests equipment or other assistance of any nature, the complaint officer shall dispatch the equipment or the assistance required.

20:2.4-12 Wanted Persons or Wanted Automobile Registration Alarms. Complaint officers shall broadcast the descriptions of all persons wanted for the commission of a high misdemeanor when immediate transmission might result in a prompt apprehension. They shall also broadcast the registration numbers and descriptions of all motor vehicles wanted in connection with the perpetration of major crimes.

20:2.4-13 Radio Repairs. Complaint officers when advised that the radio in any unit is out of order shall promptly notify the authorized repair service so that the radio may be repaired or replaced as quickly as possible.

20:2.4-14 Concluding the Message. Complaint officers shall announce the time at the conclusion of each broadcast.

20:2.4-15 Test Message. Complaint officers shall broadcast a test message on the hour and on the half-hour announcing the time and the station call-letters.

20:2.4-16 Shift or Relief Change. At the end of his tour of duty, a complaint officer shall personally orient the relieving complaint officer as to the availability status of the radio equipped units, and about any other pertinent matters.

20:3 TELETYPE MESSAGE CLASSIFICATION

Messages dispatched through the teletype system shall be classified as follows:

(1) *An Alarm* shall be a message which relates to a circumstance calling for immediate action.

(2) *A Departmental Message* shall be a message

which concerns and which is brought to the attention of the divisions or units according to the "Distribution" noted in the footnote of the teletype message.

(3) *A Miscellaneous Message* shall be a message communicating information or advice to other Police Departments.

20:3.1 Processing Teletype Messages. All messages shall bear the title designating their classification, and shall be consecutively numbered and then filed numerically by the telephone and teletype operators.

20:3.2 Chief Teletype Operator-Police Commanding Officer Consultation. The Chief Telephone and Teletype Operator shall consult with his commanding officer relative to critical matters affecting the operation of the teletype service particularly with regard to the sending of emergency alarms.

20:3.3 Care of Teletype Equipment. The Chief Telephone and Teletype Operator shall be responsible for the proper care and maintenance of the teletype equipment installed in the Teletype Room. All servicing and repair work other than paper and ribbon change shall be effected by the New Jersey Bell Telephone Company.

20:3.4 Test Messages. The Chief Telephone and Teletype Operator shall cause three daily transmissions of test messages to all receiving stations at 8:00 A.M., at 4:00 P.M. and at 12:00 midnight to determine that all equipment is operating in a satisfactory manner. Police officers detailed to remain alert for such test messages shall immediately report any reception failure to the Teletype Office. The desk lieutenant at each of the receiving stations and the Chief Telephone and Teletype Operator at the Communications Bureau shall record the receipt of each

test message in their desk blotter.

20:3.5 Teletype Cancellations. When notified that the objective of a teletype alarm has been satisfied, the Chief Telephone and Teletype Operator shall make certain that a cancellation of such alarm has been transmitted. This cancellation shall also bear the original teletype alarm number.

20:3.6 Transmission of Messages. Teletype messages shall not be transmitted or canceled unless:

(1) The transmission of the message or the cancellation has been authorized or canceled by a superior officer on form DPI 578.

(2) The messages or alarms are of an emergency nature requiring immediate action.

20:3.7 Reporting Teletype Machine Failure. Teletype and telephone operators shall report immediately any receiving machine failure occurring in the teletype room to the Chief Telephone and Teletype Operator. Desk lieutenants noting teletype receiving failure shall notify or cause to notify the Chief Telephone and Teletype Operator.

20:3.8 Civil Defense Tests. In addition to the regularly scheduled testing of equipment by the Department, the teletype facilities will be used by the Civil Defense to stage alerts and warnings under specific and approved procedures.

20.4 WESTERN UNION TELEGRAMS

A member of the Police Department shall only send a telegram duly authorized by a superior officer or a civilian supervisor, over the name of the Chief of Police or Director of Police.

20.4.1 Outgoing Telegrams.

(1) May be telephoned to Western Union.

(2) Emergency messages may be forwarded in person at 909 Broad Street, Newark, N.J., or by telephone; Area Code 800-632-2271 out of Morristown, N.J. The message can reach up to fifty (50) locations e.g. Radio Stations, television stations, newspapers, etc.

(3) Telegrams sent in answer to a request for information from other law enforcement agencies shall be sent collect, e.g. Record check etc.

(4) Western Union is to be instructed to bill the City of Newark and to send the bills to the Police Department Business Office, City Hall, Newark, N.J.

20.4.2 Incoming Telegrams

(1) Western Union will contact the Newark Police Department by telephone whenever they have a message for this department.

(2) The person to whom the message is directed may request delivery by messenger or confirmation by mail.

(3) When a message is called in at night, Sundays or holidays and it is of an urgent nature, it shall be referred to the COMMAND POST as soon as possible.

(4) Routine messages shall be held by Western Union and called in or delivered during regular business hours.

20:5.4 The Western Union Sending Blank.

CALL LETTERS		CHARGE TO	
FROM NWK NJER		PAID (OR COLLECT) 8-19-65	
Chief of Police Miami, Florida			
Message Message Message			
Oliver Kelly Chief of Police Newark, N.J.			

Det. John Jones

Lt. James James (signed)

Send the above message, subject to the terms on back hereof, which are hereby agreed to

PLEASE TYPE OR WRITE PLAINLY WITHIN BORDER—DO NOT FOLD

1247—(R 4-55)

CHAPTER 21

GENERAL EMERGENCY PLAN

21:1 PURPOSE

21:1.1 Object of Plan. The General Emergency Plan has been developed to expedite the handling of an unusual emergency a situation which requires the services of a large complement of police personnel. The Department in addition to its day-to-day responsibilities must be prepared to manage such unusual emergencies as

- (1) Flood
- (2) Hurricane
- (3) Earthquake
- (4) Jail Break
- (5) Riot
- (6) Plane Crash
- (7) Train Wreck
- (8) Strike
- (9) Tornado

- (10) Fire (three alarms or more)
- (11) Explosion (extensive nature)
- (12) Enemy Bomb Attack or Invasion
- (13) Group Disorder

This plan is designed to bring sufficient aid and equipment to any unusual emergency scene, so that the condition can be brought under control in the shortest possible time.

21:1.2 Need for the Plan. In recent years strikes, demonstrations and group disorders have presented problems of major proportions for the police. Where adequate plans had not been developed to meet these emergencies, the authorities were less able to prevent extensive property damage, personal injury and loss of life. However, in cities where plans had been developed to cope with anticipated emergencies, such control was effective and little or no injury or damage to person or property resulted.

21:2 IMPORTANCE OF PROPER POLICE ACTION

The importance of proper police action in the first few minutes of a major disorder or disaster cannot be too strongly stressed. Indecision on the part of the first officer to arrive on the scene, or on the part of a superior officer at the scene or any improper, inefficient, or disinterested conduct on the part of any police officer, can result in a very serious situation. Experience has demonstrated conclusively that immediate mobilization and use of all units of the Police

Department in a *SHOW OF FORCE*, insured efficient dispersal of a threatening mob, whereas, delay, indecision and inaction at the first sign of trouble, inevitably required the *USE OF FORCE*, to disperse the threatening mob, and such action invariably resulted in property damage and personal injury, in addition to poor public relations for the Police Department.

21:3 RESPONSIBILITY

21:3.1 Responsibility for Instruction. A commanding officers are charged with the responsibility of instructing all police officers and civilian employees under their supervision in the details of the General Emergency Plan, and the Commanding Officer of the Police Academy shall include in all training programs, adequate instruction for recruits regarding this plan.

21:3.2 Copy of Plan to Be Available. A copy of the General Emergency Plan shall be kept in the Offices of the Police Director, the Chief of Police, each divisional commanding officer, each unit commanding officer and at each desk point supervised by a superior officer.

21:4 CONSTRUCTION OF THE FOUR PHASES OF THE PLAN

21:4.1 Four Phases of the General Emergency Plan. The General Emergency Plan is divided into four phases as follows

- | | |
|---------|---------|
| PLAN #1 | PLAN #3 |
| PLAN #2 | PLAN #4 |

21:4.2 Personnel and Equipment to Be Dispatched. The quota of personnel and general equipment which shall respond for each plan, upon being dispatched, is listed in the General Emergency Plan Chart.

21:4.3

MINIMUM AVAILABLE POLICE DEPARTMENT PERSONNEL AND EQUIPMENT THAT WILL RESPOND AT THE HOURS INDICATED

	PLAN #1			PLAN #2			PLAN #3			PLAN #4		
	9-5	5-1	1-9	9-5	5-1	1-9	9-5	5-1	1-9	9-5	5-1	1-9
POLICE DIRECTOR												
CHIEF OF POLICE				1			1	1	1	1	1	1
NIGHT SUPERVISORS		1	1		1	1		2	2		2	2
PATROL DIVISION												
Commanding Officer				1	1		1	1	1	1	1	1
Precinct Captains	1					1	2	2	2	3	3	3
Lieutenants							2	2	2	2	2	2
Sergeants	1	1	1	2	2	2	4	4	4	4	4	4
Patrolmen	6	6	6	10	10	10	18	18	18	26	26	26
Horses												
Patrol Cars	3	3	3	6	6	6	13	13	13	16	16	16
Patrol Wagons or Squad Cars	1	1	1	1	1	1	2	2	2	3	3	3
EMERGENCY BUREAU												
Commanding Officer	1	1		1	1		1	1	1	1	1	1
Superior Officers	1	1		1	1	1	1	1	1	1	1	1
Patrolmen	3	3	3	3	3	3	6	6	6	6	6	6
Trucks	1	1	1	1	1	1	2	2	2	2	2	2
TRAFFIC DIVISION												
Commanding Officer				1	1		1	1	1	1	1	1
Superior Officers	3	2		4	4		4	4	4	4	4	4
Patrolmen	6	4		12	8		21	21	21	21	21	21
Traffic Cars	3	3		4	2		4	4	4	4	4	4
Speaker Cars	1	1		1	1		2	2	2	2	2	2
Motorcycles	3	2		8	8		8	8	8	8	8	8
DETECTIVE DIVISION												
Commanding Officer				1	1		1	1	1	1	1	1
Superior Officers	1			3	2	2	3	2	2	3	2	2
Detectives	2	2	2	4	3	3	6	4	4	6	4	4
Squad Cars	1	1	1	3	2	2	4	3	3	4	3	3
INVESTIGATION DIVISION												
Commanding Officer				1	1		1	1	1	1	1	1
Superior Officers				1	1		2	2	2	2	2	2
Detectives	2	2		2	2		3	3	3	3	3	3
Squad Cars				1	1		2	2	2	3	3	3
ADMINISTRATIVE DIVISION												
Commanding Officer				1	1		1	1	1	1	1	1
Superior Officers				1	1		1	1	1	1	1	1
Photographer				1	1	1	1	1	1	1	1	1
Identification Officer				1	1	1	1	1	1	1	1	1
Mobile Identification Unit				1	1	1	1	1	1	1	1	1
MINIMUM AVAILABLE PERSONNEL TO RESPOND	27	23	14	53	47	25	82	81	81	101	100	100

NOTE: The term Commanding Officer as used refers to the Officer in charge at the time of the emergency.
Additional Precinct Captains obtained from adjoining Precincts.

21:4.4 Superior Officers to Institute Plan Although Sufficient Personnel Are at the Scene. At any unusual emergency scene, where the number of personnel present is equal to the quota of personnel specified

in the plan, and no plan has been ordered into effect, the superior officer in charge at the scene shall immediately order the appropriate plan into operation.

21:4.4-1 Minimum Available Equipment from other Departments That Will Respond at the Hour Indicated.

	PLAN #1			PLAN #2			PLAN #3			PLAN #4		
	8-4	4-M	M-8	8-4	4-M	M-8	8-4	4-M	M-8	8-4	4-M	M-8
FIRE DEPARTMENT FIRE ENGINES				1	1	1	2	2	2	2	2	2
CITY HOSPITAL AMBULANCES				1	1	1	2	2	2	2	2	2
BUREAU OF TRAFFIC AND SIGNALS												
ENGINEERING TRUCKS				1	1		2	2	2	2	2	2

21:4.5 Specialized Equipment to Be Dispatched with the Designated Units. The following specialized equipment shall be dispatched with the designated units:

21:4.5-1 Emergency Bureau.

- (1) All available nightsticks and helmets
- (2) Walkie-talkie and loud speaking equipment
- (3) Weapons, ammunition, tear gas, first aid kit, floodlights, generator and geger counter, if necessary

(4) Any other pertinent equipment needed for the emergency situation

21:4.5-2 Bureau of Traffic and Signals.

- (1) Sufficient "no parking" signs and street barricades
- (2) Sufficient lanterns and flares, if necessary

21:4.5-3 Fire Department. Request the Fire Department to assign sufficient firemen to guard fire alarm boxes in the vicinity of the emergency to prevent tampering or false alarms.

21:5 TO PLACE A PLAN INTO OPERATION

21:5.1 Good Judgment to Be Exercised. All police officers and civilian employees of the Police Department shall exercise good judgment when arriving at an emergency scene. If one additional patrol car can bring the situation under control, that is all that should be summoned. However, if in the opinion of the officer an immediate *SHOW OF FORCE* is necessary to disperse a gathering crowd or mob, to bring the situation under control, he shall immediately call for a General Emergency Plan.

21:5.2 When First Police Officer at the Scene Is a Patrolman. If the first police officer to arrive at an emergency scene is a patrolman, and he determines that an emergency plan is necessary to cope with the condition, he shall place into operation Plan #1 or Plan #2 whichever, in his judgment, is needed.

21:5.3 When First Police Officer at the Scene Is a Superior Officer. If the first police officer to arrive at an emergency scene is a superior officer, and he determines that an emergency plan is necessary to cope with the condition, he shall place into operation any one of the four plans which, in his judgment, is needed.

21:5.4 Placing An Emergency Plan into Operation. To place an emergency plan into operation:

21:5.4-1 From Radio Equipped Vehicles. Patrolmen, detectives and plainclothesmen in a radio equipped car, shall give the car number, the location, and the number of the plan requested. Example "Car 32, South and Pacific Streets, Place Plan #1 (or Plan #2) into operation."

21:5.4-2 By Way of Telephone. Patrolmen, detectives and plainclothesmen on foot, shall telephone the dispatcher, giving the location and number of the plan requested.

Example "Patrolman Jones, Esso Service Station, South and Pacific Streets, phone MA 3-9089, place Plan #1 (or Plan #2) into operation."

21:5.4-3 By Off Duty Police Officers. The procedure for police officers who are off duty when requesting an emergency plan, shall be for them to telephone the dispatcher, giving the location and the plan requested.

21:5.4-4 By Superior Officers. The procedure for superior officers shall be the same as for patrolmen, except that the superior officer shall have the author-

ity to place any one of the four plans into operation.

21:6 GENERAL RESPONSIBILITIES AND DUTIES OF FIRST POLICE OFFICER OF THE FORCE TO ARRIVE AT AN EMERGENCY SCENE

21:6.1 Assume Command. Assume command until the arrival of an officer of higher rank or until the arrival of a superior officer who shall be in charge, according to the plan in operation.

21:6.2 Inform Dispatcher. Inform the dispatcher if assistance is needed as detailed in 21:5.

21:6.3 Prevent Formation of Crowds. Use all efforts to prevent a crowd or mob from forming.

21:6.4 Disperse Crowds. If a crowd or mob has gathered, use all efforts for dispersing it until assistance arrives. Prevent its re-forming.

21:6.5 Prevent Littering. Permit no one to litter in the immediate vicinity—once the crowd has been dispersed.

21:6.6 Arrest Offenders. Arrest those who refuse to disperse, or who are committing or have committed any other violation of the law.

21:6.7 Remove Cause of Emergency. If the cause of the emergency can be removed to the precinct station or to some other precinct station, and thus lessen or eliminate tension in the area, such action shall be taken immediately.

21:7 GENERAL RESPONSIBILITIES OF ALL SUPERIOR OFFICERS

21:7.1 Become Thoroughly Familiar with the Emergency Plan. The successful policing of a major emergency depends upon the instruction and supervision of subordinates by superior officers in the execution of the General Emergency Plan. Therefore, all superior officers shall familiarize themselves with every phase and detail of the plan.

21:7.2 Command the Execution of Police Tasks. Superior officers shall command, direct, and supervise the execution of police tasks at all times. They shall guide and instruct subordinates in the special duties but, shall not perform the subordinate's work.

21:7.3 Not Knowingly Countermand Orders. A superior officer shall not knowingly countermand orders given by another superior officer, unless the reason no longer exists for that order, and the situation requires a change of orders.

21:7.4 Maintain Communication with the Dispatcher. Superior officers in immediate command of their units shall maintain constant contact with the dispatcher, to keep him informed and to receive further instructions.

21:7.5 Return Police Officers Not Needed to Regular Assignments. Superior officers in charge at the emergency scene shall be responsible for directing the return of all police officers, whose services are no longer required, to their regular assignments.

21:7.6 Cancellation of Emergency Plan. The ranking superior officer at the emergency scene may cancel the operating plan if the situation is under control. He shall immediately notify the Communications Bureau to inform all units that the plan has been cancelled.

21:7.7 Establish a Recall Index File. All commanding officers shall establish at all desk points under their supervision, an emergency recall index file, list-

ing the name, rank, badge number, street address, floor or apartment number, emergency telephone number and normal days and hours off duty for all police officers and civilian employees of their command.

21:7.8 Establish Duplicate Recall Index File Cards at Communications Bureau. All commanding officers shall have made or cause to be made emergency recall cards in duplicate for all police officers and certain civilian employees of their commands. The original shall be kept in command, and the duplicate shall be sent to the Commanding Officer of the Communications Bureau. In cases where an individual police officer or a civilian employee cannot be reached by telephone, the Communications Bureau shall so advise so that a district patrol car can be sent to contact that police officer or civilian employee at his residence.

21:7.9 Commanding Officer at Communications Bureau to Maintain Recall Index File. The Commanding Officer of the Communications Bureau shall be responsible for maintaining the duplicate emergency recall index file. On each individual recall card, he shall have recorded the motor patrol district in which that police officer or civilian employee resides.

21:7.10 Dispatch Necessary Personnel. All superior officers when assigned to desk duty at any command, upon notification that a General Emergency Plan is in operation, shall immediately dispatch personnel and equipment specified for such plan. Whenever General Emergency Plan #3 or #4 is placed into operation, they shall immediately begin recalling all off duty men assigned to their command. Wherever possible, use shall be made of coin operated telephones to make these calls, leaving the regular police lines open for police business. When available assign other officers to make the calls.

21:8 GENERAL RESPONSIBILITY OF ALL UNITS TO RESPOND

21:8.1 All Personnel Subject to Call, Whenever a General Emergency Plan is placed into operation All police officers and civilian employees of the Police Department, regardless of their regular assignment, are subject to call. Superior officers, patrolmen and detectives assigned to radio-equipped cars, regardless of regular assignment, shall, when informed that a General Emergency Plan has been placed into operation, remain on the air for instructions. They shall immediately respond to orders of the dispatcher, until such time as these orders are changed by the superior officer in charge at the emergency scene.

21:8.2 Contact Command When Apprised that Plan #3 or #4 Is in Effect. All police officers and civilian employees when apprised that Plan #3 or Plan #4 has been placed into operation, shall immediately contact their respective commands for instructions.

21:8.3 Communication Car at Emergency Scene. The first radio-equipped car to arrive at the scene shall be designated as the communications car. This car shall keep its red signal light in operation at all

times to identify it as the communications car. Police officers operating all other police vehicles at the emergency scene will shut off their red signal lights.

21:8.4 Personnel Dispatched to Report to Communication Car Upon Arrival. All police officers and civilian employees dispatched to the emergency scene shall report to the communications car for instructions and assignment. Vehicles dispatched shall be parked as near as possible to the scene, properly secured and locked, and the occupants shall proceed on foot to the communications car.

21:8.5 Responding Personnel to Report to Superior Officer of Their Command at the Scene. Police officers and civilian employees of all units responding shall report to the superior officers of the commands or to the officer in charge at the scene.

21:8.6 Restrict Use of Sirens. Police officers operating vehicles responding to an emergency scene under a General Emergency Plan, shall not use their sirens. Sirens attract additional persons to the scene, increasing the police problem of control.

21:9 ESTABLISHMENT OF MOBILIZATION POINTS

21:9.1 Determine by the Seriousness of the Emergency. The seriousness of the situation may require that Plans #3 and #4 be placed in operation and the additional men kept on a standby basis. This ready reserve shall be assembled close to the scene but at a sufficient distance to insure that its presence will not be detected by persons at the scene.

21:9.1.1 Primary Mobilization Point. The primary mobilization point shall be the precinct in the affected area.

21:9.1.2 Secondary Mobilization Points. The secondary mobilization points shall be the fire houses in the affected area.

21:9.2 Necessity for Using the Secondary Mobilization Points. The officer in charge at the emergency scene shall determine the necessity for using the secondary mobilization points and in such cases, shall assign an officer to make the necessary arrangements with the captain in charge of the firehouse and to take charge of all police operations at that mobilization center.

21:9.3 Action of Personnel at Mobilization Center. All police officers and civilian employees dispatched to a mobilization center shall remain indoors, out of the sight of the general public, until specifically assigned to some task by the superior officer in charge.

21:9.4 Temporary Log. The superior officer in charge at the mobilization center shall arrange for the keeping of a temporary log in which the following entries shall be recorded in chronological order:

- (1) Identity of police officer assigned to maintain log
- (2) Concise but complete description of the emergency
- (3) Identity of police officers and civilian employees reporting to mobilization center
- (4) Notifications made
- (5) Requests made
- (6) Assignments of personnel and changes thereof
- (7) Orders given and actions taken.

If possible, a walkie-talkie radio should be utilized at this point to keep the superior officer at the emergency scene informed as to the number of personnel and type of equipment available at the mobilization point.

21:9.5 Mobilization Points Utilized as Temporary Detention Centers. The mobilization points shall also be used as temporary detention centers for persons arrested, if that is found to be necessary.

21:10 SPECIFIC RESPONSIBILITIES AND DUTIES OF THE OFFICE OF THE CHIEF OF POLICE

21:10.1 Responsibilities of the Chief of Police or the Command Post Supervisor in Charge. Whenever a General Emergency Plan is placed into operation,

the Chief of Police, or the night supervisor in charge, shall be responsible for the following action:

(1) **Nighttime, Weekend and Holiday Emergency.** If Plans #1, #2, #3, or #4 are placed into operation during the nighttime, during the weekend and on holidays, the Command Post supervisor shall proceed immediately to the scene.

(2) **Chief of Police to Respond.** If Plans #2, #3, or #4 are placed into operation, the Chief of Police shall immediately proceed to the scene and assume personal charge.

(3) **Verification of Compliance.** Verify that the equipment and personnel specified by the plan in operation has been dispatched to the scene.

(4) **Information on Action Taken.** Keep informed of the action being taken to restore law and order.

(5) **Coordination of Efforts.** Coordinate the efforts

of all units of the Police Department toward the immediate restoration of law and order.

(6) **Press and Public Relations.** Supervise all matters involving the press, and the public relations of the Police Department.

(7) **Plan # 4.** If it is decided to place Plan #4 into operation, immediately advise the Police Director, so that the proper steps may be taken to alert the agencies as follows:

- (1) Municipal Civil Defense
- (2) Sheriff of Essex County
- (3) New Jersey State Police
- (4) State Department of Defense
- (5) United States Army

21:11 SPECIFIC RESPONSIBILITIES AND DUTIES OF THE PATROL DIVISION

21:11.1 Commanding Officer of the Patrol Division. Whenever a General Emergency Plan is placed into operation the Commanding Officer of the Patrol Division shall be responsible for the following action:

21:11.1-1 Respond Immediately. If Plans #2 (see chart), #3 or #4 are placed into operation, immediately proceed to the emergency scene and take personal charge of all police activities until relieved by the Chief of Police.

21:11.1-2 Verify Compliance. Verify that the equipment and personnel of his command specified in the plan placed into operation, have been dispatched to the emergency scene.

21:11.1-3 Keep Informed on Action Taken. Keep informed of the action being taken to restore or maintain law and order.

21:11.1-4 Advise Dispatcher of Headquarters Location. Establish headquarters at the communications car or at a nearby telephone, and advise the dispatcher of your location. If necessary and if possible, secure three telephones for use—one for incoming calls, one for outgoing calls and one to be used as an open line to Central Communications.

21:11.1-5 Arrange for Temporary Headquarters Log. Arrange for a temporary log in which shall be recorded in chronological order the following entries:

- (1) Identity of police officer assigned to maintain log
- (2) Concise but complete description of occurrence
- (3) Notifications made.
- (4) Requests made.
- (5) Assignments of personnel and changes thereof.
- (6) Identity of officials and public agencies represented at the scene.
- (7) Orders given, action taken, procedure adopted

and developments at the scene.

21:11.1-6 Call for a Higher Plan. If the equipment and personnel on hand are insufficient to control the situation, immediately order the dispatcher to place Plan #3 or #4 into operation.

21:11.1-7 Supervise All Activities. Verify that all superior officers and subordinates at the scene are complying with the requirements set forth in this plan, and proceed to supervise all further activities at the scene until the situation is brought under control.

21:11.1-8 Call Other Agencies if Necessary. If the conditions at the scene require the services of the public utilities crews, or the emergency crews of the Water Department, advise the dispatcher to summon the crews needed.

21:11.1-9 Establish Information and Press Center. When necessary, establish an "Information and Press Center" for the convenience of the press, officials, relatives, and concerned persons. Communicate its location to all personnel and direct that all inquiries be referred to the center.

21:11.1-10 Comply with General Instructions. Comply with the general instructions for all superior officers, listed under 21:7.

21:11.2 Precinct Captains. All precinct captains shall cause to be made and kept current, listings of the following information:

21:11.2-1 Weapons and Ammunition. All places within the precinct boundaries where weapons and ammunition may be stored or kept for sale.

21:11.2-2 Narcotic Drugs. All places within the precinct boundaries where narcotic drugs may be stored or kept for sale.

21:11.2-3 Alcoholic Beverages. All places where alcoholic beverages are kept for sale.

21:11.2-4 Important Business Houses. All impor-

tant business houses which may be looted or damaged in the event of an emergency.

2111.2-5 Public Utility Installations. All public utility installations which may be damaged in the event of an emergency

2111.2-6 File of Prominent Persons Residing in Command. The names, addresses, business addresses, and telephone numbers of prominent persons in the precinct who, in the event of an emergency, will upon request speak to the people in the area of disorder over the radio and over the police loud-speaking system is a personal tour of the area. This information shall be compiled on separate lists, one for each type information, and copies of these lists shall be attached to the desk copy of the General Emergency Plan, and to any other copy of the plan maintained at the precinct. Copies of these lists shall also be kept at the following points, and any change in the status of these lists shall be forwarded immediately to

- (1) Police Director
- (2) Chief of Police
- (3) Divisional Commanding Officers
- (4) Community Relations Bureau

2111.2-7 Responsibilities During an Actual Emergency. Whenever a General Emergency Plan is placed into operation, the Captain in charge of the precinct where the emergency exists, shall be responsible for the following action

(1) *Verify Compliance.* Verify that the equipment and personnel of his command, specified in the Plan placed into operation, has been dispatched to the emergency scene

(2) *Call Other Agencies.* When Plans #3 and #4 are placed into operation, contact the Fire Department, and the City Hospital and request that all the equipment and personnel of their agencies, as designated in the Plan, be alerted for use.

(3) *Respond to Emergency Scene.* Assign a Lieutenant to take charge of the precinct, and proceed immediately to the scene, with available plainclothesmen, when the Plan placed into operation requires his presence, i.e. Plans #2, #3 or #4

(4) *Advise Dispatcher of Headquarters Location.* Upon arrival at scene, establish headquarters at the communications car, or at a nearby telephone, advising the dispatcher of his location.

(5) *Assume Command.* Assume personal charge at the scene until relieved by a higher ranking officer, when the plan in operation calls for his presence at the emergency scene.

(6) *Call for a Higher Plan.* If the equipment and personnel on hand are insufficient to control the situation, immediately request the dispatcher to place a higher numbered Plan into operation.

(7) *Utilize Surplus Personnel and Equipment.* Direct persons in charge of any equipment or per-

sonnel not immediately required at the scene to report either to a mobilization center or to a temporary standby point in the immediate vicinity

(8) *Assign Personnel.* Assign available superior officers, or if no superior officers are present, assign senior police officers, to specific groups, and instruct them with regard to their duties and assignment. Assign and instruct additional police officers as they arrive at the scene

(9) *Disperse Loiterers.* Direct the immediate dispersal of any group, and issue instructions that no group is to be allowed to reform, and that no individual is to be allowed to enter in the immediate vicinity of the scene

(10) *Arrest or Removal.* Direct the arrest and removal of persons who have refused to disperse, or who have, or who are committing, a violation of the law

(11) *Assign a Lieutenant to Mobilization Center.* If arrests are being made in large numbers, assign a lieutenant to the mobilization center to handle the processing of the persons arrested

(12) *Provide Patrol Wagons and Squadrols with Writing Pads.* Verify that the patrol wagon and squadrol drivers have sufficient blank pads to record the names and brief descriptions of persons arrested, the name, rank, badge number, the assignment of the arresting officer, and the place of occurrence and charge

(13) *Assign Personnel to Mobilization Center.* Assign sufficient personnel to assist the lieutenant and the Identification officer at the mobilization center in processing the prisoners and to act as guards

(14) *Direct Removal of Sick or Injured Persons.* Direct the removal of any person taken sick or injured and, if large numbers of casualties are being sent to a hospital, assign a patrolman to the hospital to obtain the necessary information for police reports

(15) *Re-route All Traffic.* Assign available policemen to the nearby intersections, with specific instructions to re-route all traffic, including pedestrians except bona-fide residents who have properly identified themselves

(16) *Assign Personnel to Designated Posts.* When the emergency has been brought under control, and sufficient manpower is available, establish adequate foot and mobile patrols in the area, and fixed posts where needed. These patrols shall be established as soon as possible to prevent looting, damage to property, and personal injury, and they shall be maintained until the danger to life and property has passed

(17) *Remove Cause of Emergency.* Whenever possible to lessen or eliminate tension in the area, immediately remove the cause to another area

(18) *Order Nightsticks and Helmets for Riot Duty.* In cases of riot or other necessary circumstances issue to all police officers helmets and nightsticks available on the emergency trucks

(19) *Assign Personnel to Rooftops During Rioting.* If rioting has broken out, or the circumstances require such action, assign available personnel to nearby rooftops to discourage the throwing of articles down on the police. If at nighttime, make sure that the men are equipped with flashlights in good working order.

(20) *Cooperate with Other Commander.* Render full assistance and cooperation to the captain of the adjoining precinct upon request.

(21) *Survey Emergency Area.* As soon as conditions permit, direct that an accurate and complete survey be made of the entire affected area, to determine the location of premises that were damaged, or from which property is missing. The survey shall include the names of each person sustaining damage or loss, their addresses, business names, if any, and the nature of and estimated damage or loss. A complete report of the survey shall be prepared and forwarded to the Chief of Police.

(22) *Prepare Report of Emergency.* Prepare and submit a complete report listing all Departmental personnel, units and equipment at the scene, the name of the police officer who instituted the plan and the name of the police officer who canceled the plan.

(23) *Ascertain that All Subordinates Understand the Plan.* Instruct all police officers and civilian employees of his command regarding the details of this plan, and he shall direct that all patrolmen record in their memorandum books a brief outline of their duties under this plan.

(24) *Comply With General Instructions.* Comply with the general instructions for all superior officers listed under 21-7.

21:11.3 Superior Officers On Desk Duty. Whenever a General Emergency Plan is placed into operation, all superior officers, assigned to desk duty in the precinct in which the emergency exists, shall be responsible for the following action:

21:11.3-1 Dispatch Necessary Personnel and Equipment. Immediately dispatch or cause to be dispatched the wagon or squadrol and personnel specified in the Plan placed into operation, to the emergency scene. If the wagon or squadrol is on an assignment, which because of its serious nature will not permit its recall, obtain a wagon or squadrol from the nearest precinct and dispatch it to the emergency scene.

21:11.3-2 Furnish Writing Pads to Drivers. Furnish all wagon and squadrol drivers with sufficient blank pads to record:

- (1) The names and identification of persons arrested
- (2) The charge and place of occurrence
- (3) The name, rank, badge number and assignment of the officer who turned the prisoner over to them.

21:11.3-3 Notify Captain of Precinct. Immediately notify the captain or acting captain.

21:11.3-4 Assign Personnel As Needed. Whenever Plan #3 or #4 is placed into operation, instruct all patrolmen making duty calls to report to the precinct immediately. If they are not armed, they needed at the emergency scene, hold them in reserve until orders are received to send them to the emergency scene, or to return them to their posts.

21:11.3-5 Cooperate with Other Superiors. If an additional superior officer is assigned to the precinct to process the prisoners, or to assign available reserves, furnish him with whatever assistance is required.

21:11.3-6 General Responsibilities. Comply with the general instructions for all superior officers, listed under Sect on 21-7.

21:11.4 Superior Officers in Charge of Details at the Scene. Whenever a General Emergency Plan is placed into operation, each superior officer assigned in charge of work details at the emergency scene shall be responsible for the following action:

21:11.4-1 Deploy Personnel. Immediately upon being assigned to a sector, he shall proceed to that point with the patrolmen assigned to him and deploy the men to greatest effect, giving special attention to vulnerable and strategic points within his sector.

21:11.4-2 Instruct Personnel. He shall instruct the patrolmen specifically regarding their duties in accordance with the details of this Plan, particularly stressing that their action and language, if not proper, will be the subject of much criticism that will reflect unfavorably on the police force, resulting in poor public relations.

21:11.4-3 Direct Activities. He shall direct the activities of the men under his supervision towards the following objectives:

- (1) The prevention of crowds from gathering.
- (2) Where crowds have gathered prior to his arrival, he shall order their immediate dispersal.
- (3) The prevention of individuals from loitering in the immediate vicinity of the emergency scene, and the prevention of the re-forming of crowds at the emergency scene.
- (4) The removal, if possible, of the cause of the emergency to some other location, or to the precinct if this will lessen or eliminate tension in the area.
- (5) The establishment of adequate patrols of the area until the danger has subsided.

21:11.4-4 Secure Vehicle and Equipment. If it is necessary to use the operators of police vehicles, he shall instruct them to properly lock the vehicles, and to secure all equipment against tampering. He shall not leave the vehicles unattended and shall assign one patrolman to guard the vehicles and other equipment.

21:11.4-5 Inform Officer in Charge as to Condition. He shall keep the officer in charge constantly informed as to conditions in his sector, and request additional assistance, if needed. He shall not wait until the situation is out of control before summoning assistance.

21:11.4-6 Supervise Activities. He shall keep the detail intact, and supervise its actions to insure compliance with the instructions contained in this Plan.

21:11.4-7 Prepare Assignment Sheet. He shall prepare a duplicate assignment sheet as soon as possible, listing all persons at the scene under his immediate supervision, and send one (1) copy to the officer in charge, and one (1) to the precinct commander.

21:11.4-8 Release Surplus Personnel and Equipment. When orders have been received that the situation is under control, and the men under his supervision are no longer required at the scene, he shall check off the name of each man on the assignment sheet to be sure that he is accounted for, and then return with them to the precinct or mobilization point to await further orders.

21:11.4-9 Submit Report. At the termination of assignment, he shall submit a detailed report of his activities and observations while at the emergency scene, to the precinct commander.

21:11.4-10 Comply with General Instructions. He shall comply with the general instructions for all superior officers listed under section 21:7.

21:11.4-11 Acting Captain. If assigned as acting captain, or if he is the ranking officer to respond from the precinct, he shall be responsible for taking such action as is required of the captain at an emergency scene, listed under 21:11.2.

21:11.5 Superior Officers Assigned to Patrol Cars. Whenever a General Emergency Plan is placed into operation, superior officers assigned to patrol cars shall be responsible for the following action:

21:11.5-1 First Superior Officer at the Scene. If they are the first superior officers at the scene, they shall carry out the instructions listed for the captain or Lieutenant at the scene.

21:11.5-2 General Responsibilities. They shall comply with the general instructions listed for all superior officers under section 21:7.

21:11.5-3 Assign Personnel. They shall promptly instruct and assign all personnel as they arrive at the scene.

21:11.6 Patrolman. Whenever a General Emergency Plan is placed into operation, all patrolmen sent to the scene of the emergency shall be responsible for taking the following action:

21:11.6-1 Control Crowds. They shall prevent crowds from gathering.

21:11.6-2 Disperse Crowds. Where crowds have gathered prior to their arrival, they shall disperse them immediately.

21:11.6-3 Prevent Loitering. They shall prevent loitering of individuals in the immediate vicinity of the emergency scene and prevent crowds from reforming.

21:11.6-4 Remove Cause of Emergency. They shall remove, if possible, the cause of the emergency to some other location or precinct if this will lessen or eliminate the tension in the area.

21:11.6-5 Patrol Area. They shall patrol the area until the danger has subsided and perform all police duty to the best of their ability, without fear or favor, and remain calm, cool and collected at all times.

21:11.6-6 Enforce All Laws. They shall enforce all laws, regardless of race, color, creed, national origin or ancestry. They shall prevent crime, violence and breach of the peace. They shall protect life and property and arrest violators of the law. They shall act firmly, but courteously, whenever police action is necessary.

21:11.6-7 Use Caution in Action and Language. They shall be extremely careful that their action and language is proper, and that such action and language, does not encourage or imitate unlawful action on the part of others, or that will subject the police force to undue criticism.

21:11.6-8 Guard Against Unnecessary Conversation. They shall not engage in unnecessary conversation, nor make any comments or give opinions concerning the cause of the emergency.

21:11.6-9 Safeguard Vehicles and Equipment. When assigned to a police vehicle, they shall make every effort to safeguard the vehicle and its equipment from damage or theft. If police action requires that the vehicle shall be left unattended, they shall securely lock it and turn off the transmitter.

21:11.6-10 Ask for Clarification. Upon receiving an order from a superior officer which is not clear, they shall immediately ask that superior officer to clarify the order.

21:11.6-11 Obey Superior Officer. They shall obey the orders of superior officers at an emergency scene, regardless of their regular assignment, until such order is countermanded by an officer of higher rank. However, conditions may require a superior officer to countermand an order given by one of equal rank. When this occurs the patrolman shall bring to the attention of said superior officer the previous order, and then be guided by the decision of the second superior officer.

21:11.6-12 Notify Superior Officer Before Leaving Assignment. They shall obtain permission from the superior officer in charge of their group before leaving their assignment. If this is impracticable, they shall advise this superior officer of their action immediately upon returning to their assignment.

21:11.6-13 Record Arrest in Memorandum Book. If possible, whenever an arrest is made, they shall record in their memorandum books an adequate

description of their prisoner so that they will be able to identify him in court. Before the prisoner is arraigned in court, they shall obtain a copy of the prisoner's photograph, if available, so that it can be used to refresh their memory.

21:11.6-14 Provide Driver of Wagon or Squadrol with Identification. Whenever an arrest is made and prisoners are turned over to a wagon or squadrol driver, the officers shall furnish the driver with the name, rank, badge number, assignment, place of occurrence and charge.

21:11.6-15 Cooperate with All Personnel. They shall extend the fullest cooperation to all other police officers and civilian employees at the scene at all times.

21:11.7 Emergency Bureau Captain. Whenever a General Emergency Plan is placed into operation, the Captain in charge of the Emergency Bureau shall

21:11.7-1 Verify Compliance. Verify that the equipment and personnel of his command, specified in the Plan placed into operation, have been dispatched to the emergency scene.

21:11.7-2 Keep Informed of Action Taken. Keep informed of the action being taken to restore law and order.

21:11.7-3 Respond to Emergency Scene. If Plans #2, (see chart), #3, or #4 are placed into operation, proceed immediately to the scene and take personal charge of the activities of all personnel under his command.

21:11.7-4 Advise Dispatcher of Headquarters Location. Establish headquarters at the emergency truck, or at a nearby telephone, and notify the dispatcher of his location.

21:11.7-5 Cooperate with Others at the Scene. Consult and cooperate with the commanding officers of other units at the scene to bring the situation under control.

21:11.7-6 Assign Personnel. Assign and instruct personnel under his command in the establishment of street barricades, police lines, and any other police emergency function required by the circumstances.

21:11.7-7 Assume Command if Ranking Officer. If a higher ranking officer is not at the scene, he is responsible for carrying out the instructions contained in this plan until relieved by a precinct commander or by an officer of higher rank.

21:11.7-8 General Responsibilities. Comply with the general instructions for all superior officers listed under 21 7

21:11.8 Emergency—Superior Officers. Whenever a General Emergency Plan is placed into operation, superior officers assigned to the Emergency Bureau shall.

21:11.8-1 General Responsibilities. Comply with the general instructions for superior officers listed under 21 7

21:11.8-2 Desk Lieutenant Duties. Comply with the instructions for desk lieutenants listed under 21 11 3 where applicable.

21:11.8-3 First Aid Station. Establish a first aid station, if necessary.

21:11.8-4 Assign Personnel. Assign, direct and instruct the patrolmen under their supervision in the establishment of street barricades, police lines, and any other police emergency function required by the circumstances.

21:11.8-5 Assume Command if Ranking Officer. If the ranking officer at the scene, assume command until relieved by the captain of the precinct, or by an officer of higher rank, and be responsible for carrying out the instructions contained in this Plan for the officer in charge of the emergency scene.

21:11.9 Emergency — Patrolmen. Whenever a General Emergency Plan is placed into operation, patrolmen assigned to the Emergency Plan shall

21:11.9-1 Comply with General Instructions. Comply with the general instructions for patrolmen contained in this plan, listed under 21 11 4 b.

21:11.9-2 Cooperate with Others at the Scene. Cooperate with all police personnel to bring the situation under control as quickly as possible.

21:11.9-3 Direct Efforts as Required by Circumstances. Direct efforts towards the establishing of street barricades, police lines, and any other police emergency function required by the circumstances.

21:11.10 Patrolmen Assigned to Patrol Cars. Whenever a General Emergency Plan is placed into operation, all patrolmen assigned to patrol cars shall be responsible for the following action

21:11.10-1 Notifying Dispatcher of Availability. When performing any other police assignment the patrolman upon being informed that a General Emergency Plan is in operation, and receiving an assignment in connection therewith, shall.

(1) Refer the assignment to the precinct for police action, if he can do so, and proceed to the emergency assignment immediately.

(2) Advise the dispatcher, that his present assignment will not permit him to leave and request him to dispatch another car to the emergency scene.

(3) If the assignment can be handled by one police officer, the senior officer shall remain with the assignment, and the other officer shall proceed immediately to the emergency assignment and advise the dispatcher that he is alone in the car.

21:11.10-2 First Car at the Scene. The first car to arrive at the emergency scene shall be designated as the communications car. The senior officer in the car shall assume command, and shall:

(1) Be responsible for all proper police action until relieved by a superior officer.

(2) Remain close enough to the radio car so that contact can be maintained with the dispatcher, to keep him informed, and to receive instructions.

(3) Assign and instruct patrolmen in accordance with the details of this Plan, and furnish them all

assistance possible.

(4) Keep a list of all vehicles responding to the emergency scene.

(5) Be responsible for taking any action required of a superior officer or patrolman whenever necessary.

21:12 SPECIFIC RESPONSIBILITIES AND DUTIES OF THE TRAFFIC DIVISION

21:12.1 Commanding Officer of the Traffic Division. Whenever a General Emergency Plan is placed into operation, the Commanding Officer of the Traffic Division shall

21:12.1-1 Verify Compliance. Verify that the equipment and personnel of his Command, specified in the Plan placed into operation, have been dispatched to the emergency scene.

21:12.1-2 Keep Informed of Action Taken. Keep informed of the action being taken to restore or maintain law and order.

21:12.1-3 Respond Immediately. If (see chart), Plan #3, or #4 is placed into operation, immediately proceed to the emergency scene, and take personal charge of the activities of the men of the Traffic Division.

21:12.1-4 Advise Dispatcher of Headquarters Location. Establish headquarters at a radio-equipped car of his Command, or at a nearby telephone and advise the dispatcher of his location.

21:12.1-5 Cooperate with Others. Consult and cooperate with other divisional commanding officers at the emergency scene, to bring the situation under control.

21:12.1-6 Comply with General Instructions. Comply with the general instructions for all superior officers listed under 21:7.

21:12.1-7 Assume Command if Ranking Officer. When he is the ranking officer at the scene he shall assume command of overall operations and shall relinquish this command only on order from a higher ranking superior officer of the Patrol Division or from the Chief of Police.

21:12.2 Traffic Division — Superior Officers. Whenever a General Emergency Plan is placed into operation, superior officers assigned to the Traffic

Division shall be responsible for the following action. They shall

21:12.2-1 Comply With General Instructions. Comply with the general instructions for superior officers listed under 21:7.

21:12.2-2 Comply with Desk Lieutenant Instructions. Comply with the instructions for desk lieutenants listed under 21:11.3 where applicable.

21:12.2-3 Assign Personnel. Assign, direct and instruct the patrolmen under his supervision in the re-routing of traffic, control of traffic, and exclude unauthorized persons or vehicles from the emergency scene.

21:12.2-4 Assume Command if Ranking Officer. If the ranking officer at the emergency scene, assume command and be responsible for carrying out the instructions contained in the Plan, until relieved by the captain of the precinct, or by an officer of higher rank.

21:12.3 Traffic Division — Patrolmen. Whenever a General Emergency Plan is placed into operation, patrolmen assigned to the Traffic Division shall

21:12.3-1 Comply with General Instructions. Comply with the general instructions for patrolmen contained in this Plan under 21:11.6.

21:12.3-2 Cooperate with Others. Cooperate with all personnel of the police force to bring the situation under control as quickly as possible.

21:12.3-3 Re-route Traffic. In addition to complying with the instructions for patrolmen listed under 21:11.6, direct his efforts towards the control and re-routing of traffic, and the exclusion of unauthorized persons and vehicles from the emergency scene, upon receiving such instructions from a superior officer.

21:13 BUREAU OF TRAFFIC AND SIGNALS

Whenever a General Emergency Plan is placed into operation, the Commanding Officer of the Traffic Division or the superior officer in charge at the scene shall cause the superior officer or supervisory official in charge of the Bureau of Traffic and Signals to be notified of the specific needs, when the Plan placed into operation calls for the presence of equipment from that unit, and request that the superior officer or supervisor official comply with the following:

21:13.1 Respond with Sufficient Equipment. Pro-

ceed to the scene with the specified number of trucks and sufficient "no parking" signs and street barricades.

21:13.2 Instruct Personnel to Report to Traffic Division Commanding Officer. Instruct the drivers and helpers on such trucks to report to the Commanding Officer of the Traffic Division or to the superior officer in charge at the scene and under his direction assist in erecting street barricades, and in the posting of "no parking" signs.

21:13.3 Instruct Personnel to Report to Officer In Charge of Emergency Scene. Instruct the drivers of such trucks to comply with any instructions given by

the officer in charge at the emergency scene, with regard to the use of the trucks for obtaining additional supplies, or for the transportation of police officers.

21:14 SPECIFIC FUNCTIONS AND DUTIES OF THE DETECTIVE DIVISION

21:14.1 Commanding Officer of the Detective Division. Whenever a General Emergency Plan is placed into operation, the Commanding Officer of the Detective Division shall

placed into operation advise the Commanding Officer in charge of the Youth Aid Bureau to respond to the scene with all available personnel to handle any arrests of juveniles, or any other assignment.

21:14.1-1 Verify Compliance. Verify that the equipment and personnel of his command specified in the Plan placed into operation have been dispatched to the emergency scene.

21:14.2-4 Assign and Direct Subordinates. Assign, direct and instruct all personnel of the command in the investigation of the cause of the emergency, to identify and apprehend the ringleaders; to ascertain plans for the continuation of the disorder to investigate any criminal acts resulting from the emergency; and to direct such other investigative tasks as may be required by the existing conditions.

21:14.1-2 Keep Informed of Action Taken. Keep informed of the action being taken to restore or maintain law and order.

21:14.3 Detective Division — Detectives. Whenever a General Emergency Plan is placed into operation, detectives assigned to the Detective Division shall

21:14.1-3 Respond Immediately to the Scene If Plan (see chart), #3, or #4 is placed into operation, proceed immediately to the scene of the emergency and take personal charge of the activities of the detectives assigned to his command.

21:14.3-1 Determine Cause. Investigate to determine the cause of the emergency.

21:14.1-4 Consult with Other Commands. Consult and cooperate with the commanding officers of other units at the emergency scene to bring the situation under control.

21:14.3-2 Identify Ringleader. Identify and apprehend the ringleader and any other person who has committed criminal acts, obtaining warrants where necessary.

21:14.1-5 Advise Dispatcher of Headquarters Location. Establish headquarters at a radio-equipped Detective Division car, or at a nearby telephone, and advise the dispatcher of his location.

21:14.3-3 Ascertain the Plans of Troublemakers. Ascertain plans, if any, for the continuation of the disorder causing the emergency.

21:14.1-6 Establish Temporary Morgue. If necessary, establish a temporary morgue with the assistance and advice of the Chief Medical Examiner or his assistant.

21:14.3-4 Interrogate Prisoners. Interrogate prisoners thoroughly so that adequate evidence of their criminal acts may be presented to the court, and for the purpose of developing information regarding other persons involved in criminal acts.

21:14.1-7 Identify Ringleader. Assign, direct and instruct all personnel of his command in the investigation of the cause of the emergency; to identify and apprehend the ringleaders; to ascertain plans for the continuation of the disorder; to investigate any criminal acts resulting from the emergency; and to direct such other investigative tasks as may be required by the existing conditions.

21:14.3-5 Interview Victims and Witnesses. Interview victims, witnesses or any other person who may have valuable information, and thoroughly investigate any statements made by such persons.

21:14.1-8 General Responsibilities. Comply with the general instructions for all superior officers, listed under 21:7.

21:14.3-6 Identify and Preserve Evidence. Obtain, identify and properly preserve all evidence necessary for the proper presentation of the case in court, keeping in mind that evidence consists of actions and words as well as physical evidence.

21:14.2 Detective Division — Superior Officers. Whenever a General Emergency Plan is placed into operation, superior officers assigned to the Detective Division shall:

21:14.3-7 Investigate Complaints. Investigate all complaints of theft of property, making adequate notes describing the property in detail, and the identity of the owner. Obtain descriptions of all suspects where possible.

21:14.2-1 Comply with General Instructions. Comply with the general instructions for superior officers listed under 21:7 of this Plan.

21:14.3-8 Search the Scene for Evidence. Conduct a thorough and adequate search at the scene of any theft for fingerprints or other evidence that will identify the perpetrator.

21:14.2-2 Comply with Desk Lieutenant Instructions. Comply with the instructions for desk lieutenants listed under 21:11.3, where applicable.

21:14.3-9 Advise Owners of Recovered Property. Advise owners of stolen property whenever such property is recovered by the police.

21:14.2-3 Advise Commander of the Youth Aid Bureau to Return to the Scene. If Plan #3 or #4 is

21:14.3-10 Report Serious Crimes or Unusual Occurrences. Report promptly to their superior officer, any pertinent information regarding serious crimes, unusual occurrences, or any changes in the conditions within the emergency area.

21:14.3-11 Cooperate with Others. Cooperate in

every way with members of the Police Department and assist them in bringing the situation under control.

21:14.3-12 Submit Complete Reports. Submit complete and adequate reports of all investigations conducted in connection with the emergency.

21:15 SPECIFIC FUNCTIONS AND DUTIES OF THE INVESTIGATION DIVISION

21:15.1 Commanding Officer of the Investigation Division. Whenever a General Emergency Plan is placed into operation, the Commanding Officer of the Investigation Division shall be responsible for the following action. He shall:

21:15.1-1 Respond Immediately to the Scene. If Plans (see chart), #3 or #4 is placed into operation, proceed immediately to the emergency scene and take personal charge of the activities of the men of his command.

21:15.1-2 Verify Compliance. Verify that the equipment and personnel of his command specified in the Plan placed into operation have been dispatched to the emergency scene.

21:15.1-3 Keep Informed of Action Taken. Keep informed of the action being taken to restore or maintain law and order.

21:15.1-4 Advise Dispatcher of Headquarters Location. Establish headquarters at a radio-equipped car of the Investigation Division, or at a nearby telephone and notify the dispatcher of his location.

21:15.1-5 Consult and Cooperate with Others. Consult and cooperate with the commanding officers of other units at the emergency scene to bring the situation under control.

21:15.1-6 Assign Personnel. Assign, direct, and instruct all personnel of his command in the following action, when conditions at the emergency scene require that such action be taken, and when orders to that effect have been received from the officer in charge at the emergency scene.

(1) Close all taverns and liquor stores.

(2) Close all places where weapons and ammunition are stored or kept for sale, and insure that proper safeguards are taken to prevent entry, and looting of such places.

(3) Advise all business places where narcotic drugs are stored so that they secure their supplies of narcotics, and suggest that they suspend operations temporarily.

(4) Advise that other business places in the area suspend operations temporarily, until conditions return to normal.

(5) Apprehend all known drug addicts found in the area.

21:15.2 Investigation Division—Superior Officers.

Whenever a General Emergency Plan is placed into operation, superior officers assigned to the Investigation Division shall:

21:15.2-1 Comply with General Instructions. Comply with the general instructions for superior officers listed under 21:17 of this Plan.

21:15.2-2 Desk Lieutenant Duties. Comply with the instructions for desk lieutenant listed under 21:11.3 of this Plan, where applicable.

21:15.2-3 Assignment of Personnel. Assign, direct and instruct all personnel of their command in the activities listed under the duties of the Commanding Officer of the Bureau of Investigation.

21:15.3 Investigation Division—Detectives. Whenever a General Emergency Plan is placed into operation, detectives assigned to the Investigation Division shall be responsible for the following action:

21:15.3-1 Respond Immediately to Emergency Scene. If Plan #3 or #4 is placed into operation, all men who are not at headquarters when the emergency is brought to their attention, shall immediately respond to the scene, reporting to the superior officer of their command, or the officer in charge in the absence of a superior officer of their command.

21:15.3-2 Close Designated Business Houses. Upon being furnished with a list of business houses that are to be closed, they shall immediately proceed to such places and advise the owners to close temporarily until the situation has been brought under control.

21:15.3-3 Safeguard Designated Business Houses. In places where weapons, ammunition, and narcotics are stored or kept for sale, insure that adequate safeguards have been established to prevent entry and looting.

21:15.3-4 Advise Officials in Charge of Public Utility Installations. Advise the official in charge of any public utility installation of the emergency and see that an adequate guard is established.

21:15.3-5 Watch Known Drug Addicts in the Area. Keep a close watch for all known drug addicts and if found in the emergency area, take them into custody.

21:15.3-6 Be Alert for Agitators. Keep a close watch for persons agitating or inciting persons to riot, and arrest all such persons.

21:15.3-7 Prevent Unlawful Use of Fire Alarm Boxes. Keep a close watch on fire alarm boxes, and arrest anyone tampering unlawfully with such boxes.

21:15.3-8 Prevent Loitering. Apprehend all persons loitering under the influence of liquor at the emergency scene.

21:15.3-9 Advise Business Houses When to Resume Business. When the emergency has been brought under

control advise all business houses that were requested to close, that business can be resumed.

21:15.3-10 Advise Commanding Officer of Non-compliance by Licensed Premises. If any business house licensed by the city refuses or fails to suspend business when so requested, advise their commanding officer, and submit a detailed report covering the circumstances.

21:16 SPECIFIC RESPONSIBILITIES OF ADMINISTRATIVE DIVISION

21:16.1 Commanding Officer of Administrative Division. Whenever a General Emergency Plan is placed into operation, the Commanding Officer of Administrative Division shall be responsible for the following action:

21:16.1-1 Respond to Emergency Scene. If Plan (see chart), #3 or #4, is placed into operation, immediately proceed to the scene and take personal charge of the activities of the men assigned to his command.

21:16.1-2 Verify Compliance. Verify that the equipment and personnel of his command, specified in the Plan placed into operation, have been dispatched to the emergency scene.

21:16.1-3 Keep Informed of Action Taken. Keep informed of the action being taken to restore and maintain law and order.

21:16.1-4 Advise Dispatcher of Headquarters Location. Establish headquarters at a radio-equipped car of his command, or at a nearby telephone and advise the dispatcher of his location.

21:16.1-5 Consult and Cooperate with Others. Consult and cooperate with other divisional commanding officers at the emergency scene, to bring the situation under control.

21:16.1-6 Assign Personnel. Assign, direct and instruct the personnel of his command, when conditions at the emergency scene require the services of photographers and identification officers.

21:16.1-7 General Instructions. Comply with the general instructions for superior officers listed under 21:7 of this Plan.

21:16.2 Dispatchers. Whenever a General Emergency Plan is placed into operation, the dispatcher shall:

21:16.2-1 Dispatch Designated Cars Immediately.

Upon receipt of request for any one of the four (4) Emergency Plans, immediately dispatch the designated cars to the scene.

21:16.2-2 Advise Telephone Operator of Number of Emergency Plan in Operation. Inform the telephone operators of the number of the Emergency Plan placed into operation.

21:16.2-3 Keep Always Clear. Instruct personnel assigned to all cars to remain off the air unless their message is urgent, and to stand by for emergency assignment.

21:16.2-4 Maintain Constant Contact with Communications Car. Maintain constant contact with the communications car at the emergency scene.

21:16.2-5 Advise All at Scene of Location of Communications Car. Advise personnel assigned to all cars dispatched to the scene of the exact location of the communications car.

21:16.3 Telephone Operators. Whenever a General Emergency Plan is placed into operation, the telephone operators shall:

21:16.3-1 Make Notifications. Upon receipt of signal from dispatcher that a General Emergency Plan is in operation, immediately notify the man in charge at the various bureaus or units of the Police Department, designated in the Plan placed into operation.

21:16.3-2 Maintain List of Notifications Required. Keep available at all times a list of the notifications required for each Plan.

21:16.3-3 Alert All Commands by Teletype. Alert all commands by teletype that an emergency plan is in operation.

21:16.4 Civil Defense and Auxiliary Police. All Civil Defense and Auxiliary Police responding to the emergency shall be directed to report to the command post at the communications car.

21:17 GENERAL INSTRUCTIONS FOR ALL POLICE OFFICERS AND CIVILIAN EMPLOYEES OF THE POLICE DEPARTMENT

21:17.1 Each Police Officer and Civilian Employee to Keep His Commanding Officer Duly Notified Regarding the Following Information:

(1) Name, rank, badge number, address, floor or apartment number

(2) Telephone number at which he can be reached in an emergency

(3) Report any change of address at least twelve (12) hours prior to such change.

(The foregoing are all in compliance with *Rule and Regulation 7*, 8.2.)

21:17.2 Off Duty Personnel. All police officers who may be off duty shall report to the nearest precinct station whenever Plan #3, or Plan #4 is placed into operation.

21:17.2-1 Report to Command Post at Scene. All off-duty personnel responding to the emergency shall be directed to report to the command post at the communications car where their presence will be recorded in the log by the superior officer in charge.

21:17.2-2 Display Badge on Outermost Garment. All off-duty personnel shall display their badge on their outermost garment.

21:17.2-3 Assign Off-duty Personnel. Assignments of off-duty personnel shall be based on the requirements of the emergency and the experience and qualifications of the police officer.

21:17.3 Air Raid Alert. All police officers shall take the following action in the event of an actual air raid alert, or an actual enemy bomb attack in time of war:

21:17.3-1 Air Raid Alert—Off Duty.

(1) Display badge on outermost garment and proceed to the nearest public thoroughfare in the vicinity of his location.

(2) Direct all moving vehicles, except emergency vehicles, to park at the curb or in a place that will allow free movement of emergency vehicles.

(3) Direct the operators of such vehicles, and all other persons in the vicinity to seek shelter.

(4) Take shelter himself, as soon as all persons are safely in shelters.

(5) If no actual attack has taken place, upon the

all clear signal being sounded, and as soon as conditions in the immediate area have returned to normal, report in person to the nearest precinct station.

21:17.3-2 Air Raid Alert—On Duty.

(1) Uniformed police officers same as (2), (3), and (4) above.

(2) Detectives same as (1), (2), (3), and (4) above.

(3) If no actual attack has taken place, resume regular duty assignment as soon as conditions return to normal or on order of a superior officer.

21:17.3-3 Actual Bomb Attack—On Duty

(1) When no radiation is detected five minutes after bomb attack, uniformed officers shall resume their regular duty assignments, performing all necessary police duties to restore and maintain law and order, to prevent panic and looting, and to aid casualties.

(2) Five minutes after bomb attack, all detectives shall attempt to contact their offices for instructions. If this is not possible, they shall report to the nearest precinct station that it is possible to reach, and comply with any instructions issued by the officer in charge of the precinct station.

21:17.3-4 Actual Bomb Attack—Off Duty.

(1) When no radiation is detected five minutes after bomb attack, police officers shall place their badges on their outermost garment and perform all necessary police duties to restore and maintain law and order, to prevent panic and looting, and to aid casualties, in the immediate vicinity of their location.

(2) As soon as conditions will permit, police officers shall telephone their command for instructions. If telephone communication is impossible, they shall proceed to the nearest precinct station that it is possible to reach.

21:18 NEGLECT OF DUTY

A violation of any section of the General Emergency Plan shall be deemed neglect of duty, and

shall be punishable as provided under 6.6 of the *Newark Police Manual of Rules and Regulations*.

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NEWARK POLICE DEPARTMENT
GENERAL ORDER

SUBJECT:

NEWARK INTERNATIONAL AIRPORT
DISASTER PLAN

G.O. NO.:
71-5 (Revised)

EFFECTIVE DATE:

July 7, 1976

SUPERSEDES AND REPLACES:

Chapter 22-Manual of Rules and Regulations
and G.O. 71-5 (Revised) Dated: September
19, 1973.

SECTION CODE:

R-8

All Commands shall remove and destroy General Order Number 71-5 (Revised) dated September 19, 1973 and replace with this Revised Order Number 71-5 dated July 7, 1976.

The purpose of this Order is to revise sections of the Newark International Airport Disaster Plan which are obsolete due to procedural changes implemented by the Port Authority, the relocation of the Port Authority Police Headquarters and the establishment of the Newark Police Department Airport Disaster Plan Container.

This Order consists of the following numbered sections:

- I. INTRODUCTION
- II. REVISION OF CHAPTER 22, MANUAL OF RULES AND REGULATIONS AND GENERAL ORDER 71-5 (REVISED), NEWARK INTERNATIONAL AIRPORT DISASTER PLAN.
- III. RESPONSIBILITY FOR COMPLIANCE
- IV. EFFECT OF THIS ORDER

I. INTRODUCTION

- A. This Order establishes procedures to be followed and defines the duties and responsibilities of department members regarding actual or potential emergency situations at Newark International Airport.
- B. Pending the publication of a completely Revised Chapter 22 for the Manual of Rules and Regulations, departmental members shall refer to and be guided in their actions by the provisions of this General Order.

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GENERAL ORDER

II. REVISION OF CHAPTER 22, MANUAL OF RULES AND REGULATIONS AND GENERAL ORDER 71-5 (REVISED), NEWARK INTERNATIONAL AIRPORT DISASTER PLAN.

22.1 PURPOSE

This "Plan" is designed to coordinate the efforts of the Newark Police Department and the Port Authority Police Department to successfully cope with (1) an ACTUAL EMERGENCY, or (2) a POTENTIAL EMERGENCY in connection with the operation of Aircraft at Newark International Airport.

1. ACTUAL EMERGENCY defined: an aircraft accident of major proportions or serious fire while aircraft is on the ground or during landing or take-off.
2. POTENTIAL EMERGENCY defined: an aircraft which has not yet landed but has difficulty of a serious enough nature to require additional firefighting equipment to augment firefighting equipment and personnel assigned to Newark International Airport.

In fulfillment of its purpose:

- 22.1 When to put in effect. This plan shall be put into effect in all cases of (1) an ACTUAL EMERGENCY, and in cases of (2) a POTENTIAL EMERGENCY with the following qualifications:
1. All Traffic Control Points (TCP) listed in Section 22.6 of this plan shall be manned as soon as practical.
 2. SEALING OFF ACCESS TO THE AIRPORT. The decision to seal off the airport at the Traffic Control Points shall be made after consultation of the highest ranking Port Authority Police Superior Officer with the highest ranking Newark Police Superior Officer at the scene.

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3. An ACTUAL EMERGENCY or a POTENTIAL EMERGENCY does not necessarily render an airfield inoperative. The airport could remain operative even though an aircraft had crashed on one of the runways or isolated off-runway areas. On the other hand, a troubled aircraft may remain airborne for hours before attempting to land and normal airport business could continue during that period.
 4. When the decision is made to SEAL OFF THE AIRPORT, all police officers assigned to the Traffic Control Points (TCP) shall divert vehicular and pedestrian traffic as outlined in Section 22:6 of this plan.
 5. When the decision is made to NOT SEAL OFF THE AIRPORT all police officers assigned to the Traffic Control Points (TCP) shall expedite the normal flow of traffic, giving special attention to the free movement of emergency vehicles to and from the airport vicinity.
- 22:1.2 Cooperation with Port Authority Police. The speed with which this Plan is put into operation in full cooperation with the Port Authority Police Department is a determining factor in the efficiency with which such incident will be controlled.
- 22:1.3 Jurisdiction and Responsibilities. Specific areas and functions have been resolved and assigned to each of the cooperating agencies. The object of this factor is to establish full jurisdiction and responsibility of both the Newark Police Department and the Port Authority Police Department.
- 22:2 THE NEWARK POLICE DEPARTMENT IN FULL COMMAND AT THE EMERGENCY.

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The highest ranking Superior Officer of the Newark Police Department responding to the emergency shall be in complete charge, except where certain functions and responsibilities are here-in-after specified as assigned to the Port Authority Police, the Federal Aviation Administration or the Federal Bureau of Investigation.

- 22:2.1 In the event an aircraft has been hi-jacked inbound to the Newark International Airport, the Federal Aviation Administration has sole jurisdiction while the aircraft is air-borne.
- 22:2.2 If the hi-jacking emanates from the ground at Newark International Airport, the Federal Bureau of Investigation has prime jurisdiction. Control and supervision of the incident will be headed by the Special Agent in charge of the F.B.I. Pending the arrival of the F.B.I., the Port Authority Police will assume control.

When the conditions of the incident warrant the activation of "General Emergency Plan No. 1" at the airport, said plan and all provisions as detailed in General Order 71-5 (Revised) will be adhered to.

22:3 THE PORT AUTHORITY POLICE DEPARTMENT IN CHARGE OF
THE RESCUE OPERATION "INSIDE" THE AIRPORT

When a rescue operation is required within the area of the private property of the airport, the highest ranking superior officer of the Port Authority Police shall be in charge of such rescue operations. Police Officers of the Newark Police Department shall implement the requirements of the said Port Authority superior officer in the accomplishment of his responsibility as aforesaid.

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22:4 BOUNDARIES OF AIRPORT AREA

This area lies between the following boundaries:

North: Port Street - Route #1

South: Essex County Line - Elizabeth City Line

East: New Jersey Turnpike

West: Route #1

22:5 ASSEMBLY POINT AND INITIAL ACTION FOR NEWARK POLICE

The " Assembly Point" (#5791) at Newark International Airport shall be on Airport Street adjacent to Building #82 (the old Port Authority Police Garage).

22:5.1 Communications Bureau Initial Duties. When the Emergency Plan for Newark Airport is placed in operation, the Communications Desk shall:

1. Give the alarm as "GENERAL EMERGENCY PLAN NO. 1 FOR THE AIRPORT."
2. Immediately assign three (3) motor patrol superior officers and two (2) two-man motor patrol units to the Airport.
 - a. Assign one (1) Superior Officer and one (1) motor patrol unit to the Assembly Point (#5791), Building #82 on Airport Street.
 - b. Assign one (1) Superior Officer and one (1) motor patrol unit to the scene of the disaster to set up a Field Command Post.
 - c. Assign one (1) Superior Officer to the Port Authority Police Desk, located on the first floor of Building #10, Tower Road, adjacent to the Control Tower, to set up an overall Command Post.

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3. Immediately assign the necessary number of motor patrol units to cover the ten (10) Traffic Control Points.

22:5.2 Superior Officers Arriving at Designated Assignment. The Superior Officers arriving at their designated assignment shall immediately assume command of our department's operations until relieved by higher authority. It is the duty of these Superior Officers:

1. Superior Officer at Assembly Point shall:
 - a. Notify Central Communications of his presence.
 - b. Distribute the ten (10) envelopes (9"x12") containing instructions and color coded maps, one to each motor patrol unit assigned to cover the ten (10) Traffic Control Points. These envelopes are stored in the Newark Police Department Airport Disaster Plan Container, located on Airport Street affixed to the west wall of Building #82 (the old Port Authority Police Garage) at the Assembly Point (#5791). The key to this locked container is stored in the Newark Police Department Call Box located directly above and to the left of the Container. Both the Container and the Call Box are painted blue and are marked N.P.D. in silver lettering.

Each envelope contains:

- (1) Newark International Airport area map showing all Traffic Control Points.
- (2) A blowup map of the specific Traffic Control Points a police officer is assigned.

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- (3) Instructional sheet to assist the police officer in locating his individual assignment and outlining his duties, upon arrival, at the Traffic Control Point.
- (4) Listing of "Persons Allowed Within Newark Police Lines" and a replica of The Newark Airport Emergency Identity Card which will be displayed on the windshield of vehicles operated by Newark International Airport personnel authorized to cross Newark Police lines.
- c. Assume responsibility for the area outside the private property of the Airport. He shall check with Central Communications to ascertain that the ten (10) Traffic Control Points, as set forth in 22:6 of this Order, are adequately covered. If any Traffic Control Point is not covered, he shall take immediate steps to have this condition corrected.
- d. Distribute and not explain the contents of the envelopes to the responding police officers in that they are self-explanatory.
- e. Obtain a Desk Blotter and a copy of the Newark International Airport Disaster Plan, which are stored in the Newark Police Department Airport Disaster Plan Container, and record the assignments on the police officers at their respective Traffic Control Points in the Desk Blotter.
- f. Immediately advise, at the time he relinquishes his command, the senior Superior of all assignments that he has made and actions that he has taken while he was in command.

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2. Superior Officer at Scene of Disaster Shall:
 - a. Notify Central Communications of his presence.
 - b. Report directly to the Command Post set up by the Port Authority at the scene of the incident where he will have direct knowledge of all the facts.
 - c. Make a rapid survey of the scene and estimate the seriousness of the occurrence.
 - d. Immediate report to Central Communications the scope of the emergency, its exact location and request the necessary assistance.
 - e. Immediately advise, at the time he relinquishes his command, the senior Superior Officer of all assignments that he has made and actions that he has taken while he was in command.
3. Superior Officer at Port Authority Police Desk Shall:
 - a. Notify Central Communications of his presence.
 - b. Establish Newark Police overall Command Post.
 - c. Maintain a Desk Blotter in which every police service and/or incident shall be recorded chronologically. The Port Authority Police shall provide a member of its department to assist the Newark Police Superior Officer with the Police Desk operations.
 - d. Immediately advise, at the time he relinquishes his command, the senior Superior Officer of all assignments that he has made, if any, and actions that he has taken while he was in command.

22:6 TRAFFIC CONTROL POINTS (TCP)

The Traffic Control Points (TCP) consists of ten (10) locations. The six (6) maps accompanying this order depict the ten (10) Traffic Control Points and other pertinent locations.

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1. Map #1 - a general overlook of Newark International Airport with Traffic Control Point locations for orientation purposes.
2. Map #2 - Blowup of TCP #s 1, 1-A and 2.
3. Map #3 - Blowup of TCP #s 3 and 3A.
4. Map #4 - Blowup of TCP #s 4, 5 and 6.
5. Map #5 - Blowup of TCP #7.
6. Map #6 - Blowup of TCP #s 8, 9 and 10.

The Traffic Control Points are numbered in order of priority and should be assigned in order, number one (1) through ten (10).

Each police officer assigned to a Traffic Control Point (TCP) shall base his actions upon arrival at the location on one of the following two (2) tactics:

1. WHEN NO ORDER TO SEAL OFF ACCESS TO THE AIRPORT HAS BEEN ISSUED BY A SUPERIOR OFFICER:

DUTY: EXPEDITE the normal flow of traffic at the TCP, giving special attention to the free movement of emergency vehicles to and from the airport vicinity.

2. WHEN THE ORDER TO SEAL OFF ACCESS TO THE AIRPORT HAS BEEN ISSUED BY A SUPERIOR OFFICER:

DUTY: DIVERT all traffic as specified in the instructions provided for the assigned TCP below:

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TCP #1 Ramp #10 at intersection of U.S. Routes 1 & 9 Northbound. TCP #1 is on the highway adjacent to the old Allegheny and TWA airline hangers, building #55B opposite Brewster Road. There is a New Jersey State Highway Department directional sign erected at the site, which reads:

NEWARK AIRPORT - PORT NEWARK

DUTY: Divert traffic northbound on U.S. 1 & 9 by closing off entrance to ramp #10.

FUNCTION: This diversion funnels all traffic away from the airport and port area.

NOTE: If the Superior Officer in charge, after consultation with the Port Authority Officer in charge wishes to divert or expedite traffic away from the airport while still allowing traffic into the Port Street Area, he shall order the officer assigned to TCP #1 to drop back 500 feet east to TCP 1-A. This is the intersection of ramp #10 with ramp #15, opposite building #55C. This diversion funnels traffic in the direction of Port Street along ramp #10 and away from airport access road reached via ramp #15.

TCP #2 Ramp #5 at the intersection of Ramp #22. TCP #2 is adjacent to Parking Lot #1, in line with the west end of the old passenger Terminal Building, and 500 feet west of the Public Bus Stop.

DUTY: Divert traffic eastbound on Ramp #5 by closing off entrance to Ramp #22.

FUNCTION: This diversion eliminates access to the Public Bus Stop (Along Ramp #22) by funneling traffic eastbound along Ramp #5 in the direction of Port Street.

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TCP #3 and 3A

U.S. Routes 1 & 9 (Northbound) highspeed entrance to Brewster Road. TCP #3 and 3A are adjacent to the fuel storage area at the extreme west end of the old airport area. One entrance leads Southbound on Brewster Road, while the other entrance leads Northbound.

DUTY: Divert traffic northbound on U.S. Routes 1 & 9 by closing off All access to Brewster Road.

FUNCTION: This diversion eliminates access to airport area via Brewster Road.

NOTE: TCP #3 and 3A are highspeed entrances about 100 feet apart, thus requiring the assignment of perhaps two (2) patrol cars of their equivalent.

TCP #4 Intersection of Port Street and Exit Road

TCP #4 is one of the two Traffic Control Points (#4 and #6) located in close proximity to each other adjacent to the North Terminal Building.

DUTY: Maintain control of intersection which is regulated by traffic signal lights. Prevent illegal turns, spillbacks and coordinate actions with police officers assigned to TCP #6.

FUNCTION: This TCP is the focal point for all traffic entering and leaving the Assembly Point and one of the temporary morgue sites (Building #83).

TCP #5 West end of Port Street Bridge (Port Street) at the Official Business turnoff into "Inner" Port Street. TCP #5 is located east of TCP #4 at the eastbound approach to the Port Street Bridge over the Turnpike, opposite Parking Lot #3.

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DUTY: Prevent unauthorized vehicles and pedestrians from entering "Inner" Port Street by diverting traffic east on Port Street.

FUNCTION: Keep "Inner" Port Street open to the movement of emergency and authorized vehicles to the Assembly Point at Building #82 and one of the temporary morgue sites (Building #83).

TCP #6 Traffic Signal Light at Exit Road and "Inner" Port Street intersection.
TCP #6 is one of two (2) Traffic Control Points (#4 and #6) located in close proximity to each other adjacent to the North Terminal Building.

DUTY: Divert westbound traffic on "Inner" Port Street northbound into Exit Road and coordinate actions with the police officer assigned to TCP #4.

FUNCTION: This diversion funnels traffic away from Assembly Point area and roads that would allow them access to the airport area.

TCP #7 I-78 Connector at the turnoff for the North Terminal Cargo Area and is signed accordingly. The ramp leading to the Airport from I-78 leads to Brewster Road, opposite Building #95 (Marriot In Flight), which is adjacent to United Airlines Hanger #14.

DUTY: Divert traffic by sealing off the Airport entrance (if ordered to seal).

FUNCTION: This diversion prohibits traffic from entering the Airport, sending it south on I-78 Connector where the officer assigned to TCP #10 will funnel the traffic southbound on Routes 1 and 9.

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TCP #8 Highspeed entrance Routes 1 & 9 Northbound (Local Lanes). TCP #8 is directly opposite Budweiser Brewery on Routes 1 & 9 Northbound and leads directly into the Airport Complex.

DUTY: Divert traffic Northbound on Routes 1 & 9 by sealing off access.

FUNCTION: This diversion prohibits traffic from entering the airport area.

TCP #9 Entrance to airport area from Routes 1 & 9 Southbound. TCP #9 on Routes 1 & 9 Southbound, opposite Newark Airport Motel and the North Jersey Equipment Company. It leads directly into the airport complex.

DUTY: Divert traffic Southbound on Routes 1 & 9 by sealing off entrance.

FUNCTION: This diversion prohibits traffic from entering the airport area.

TCP #10 Interstate #78 connector Southbound. TCP #10 is the I-78 connector Southbound directly opposite United States Steel supply. It leads from I-78 directly into the Airport complex.

DUTY: Divert traffic by sealing off airport entrance.

FUNCTION: This diversion prohibits traffic from entering the airport area and funnels it Southbound into Routes 1 & 9.

NOTE: All Traffic Control Points have identification signs, green background color with white lettering indicating the TCP number, on the curbs nearest such points.

When ordered to seal off the airport access routes by a Superior Officer, department members shall not allow any traffic, foot or auto, into the airport via their assigned Traffic Control Points, except as stipulated

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in Section 22:7.2, Persons Allowed Within Newark Police Lines", and Section 22:7.3, "Vehicles Allowed Within Newark Police Lines", or when ordered to do otherwise by a Superior Officer.

Traffic Control Points are designed to control and divert traffic that would normally enter the Airport area.

22.7 NEWARK POLICE LINES

- 22:7.1 Newark Police to Establish Necessary Police Lines "Outside" the Airport. Police lines shall be established without delay. The purpose is to man all Traffic Control Points for (1) initial supervision of traffic movement and response of emergency vehicles and (2) the subsequent sealing off the airport area if that determination is made after consultation of the ranking Port Authority Superior and ranking Newark Police Superior at the scene.

If, and when, such determination to seal off the area is made, all unauthorized persons, vehicles, and equipment may effectively be excluded from the scene.

- 22:7.2 Persons Allowed Within Newark Police Lines. The following persons shall be allowed within the Police lines after they have properly identified themselves:

1. Members of the Police, Fire, and Public Works Departments.
2. Officials and employees of the Port Authority.
3. Authorized representatives of the Federal, State, and County Governments in connection with the performance of emergency duties.
4. Representatives of the Federal Bureau of Investigation.

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5. Federal Aviation Agency Officials authorized for such duty.
6. National Transportation Safety Board.
7. New Jersey State Bureau of Aeronautics Commissioner and Staff.
8. Essex County Prosecutor, Essex County Sheriff and member of their Departments on official duty.
9. The Chief Medical Examiner and his representatives.
10. Ambulance attendants and doctors.
11. Members of the United States Post Office.
12. The Mayor of the City.
13. The Business Administrator of the City.
14. The City Councilmen.
15. Persons with valid press and photographer cards.
16. Properly identified clergymen.
17. Holders of Newark Airport Emergency Identity Cards.

NOTE: Example A depicts the current Newark International Airport Emergency Identity Card. If and when new cards are issued, they shall be inserted in the Newark Police Department Airport Disaster Plan container located and affixed to the west wall of Building #82 at the Assembly Point.

NEW EMERGENCY CARD (1976) until further notice. EXAMPLE A

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22:7.3 Vehicles Allowed Within Newark Police Lines. The following vehicles shall be permitted through Police lines:

1. Police and Fire Department Vehicles
2. Ambulances
3. Vehicles for conveying United States Mail
4. Public Utility Vehicles, i.e., Public Service Emergency, Gas, Electric and Service Trucks, if on duty in connection with the emergency.
5. The Mayor's Vehicle
6. Vehicles belonging to Port Authority Officials and Employees.
7. Vehicles bearing Emergency Identity Cards.

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22:8 PORT AUTHORITY POLICE LINES

- 22:8.1 Port Authority Police to Establish the Necessary Police Lines "Within" the Airport Area. The Port Authority Police Department shall establish necessary police lines in the inner area of the private property that constitutes the Port Authority Newark International Airport. The Newark Police Department shall supply police officers to assist the Port Authority in this function.
- 22:8.2 Persons and Vehicles at Port Authority Police Lines. The Port Authority Police Department shall assume full charge and control of the persons and vehicles that they allow to enter the Port Authority Police lines.

CAUTION!! "No vehicles, emergency or other, shall enter upon an active part of any airfield where airplanes taxi or take off, without radio clearance from the Control Tower." This is a Federal Aviation Agency safety regulation. Hence, NO vehicle of the Newark Police Department shall enter an active part of the airfield UNLESS escorted by a Port Authority vehicle having radio contact with the control tower. VIOLATION OF THIS CAUTION COULD RESULT IN A DISASTER AND LOSS OF LIFE EVEN GREATER THAN MAY ALREADY HAVE BEEN EXPERIENCED.

22:9 TELEPHONE COMMUNICATIONS

1. Direct line from the Airport Control Tower to the Newark Police Communications Desk:
2. Newark Police Direct Line (located at Central Communications) to the Airport Control Tower.
3. Newark Police Centrex number, #7525, to the police desk, Port Authority Administration and Police Building (Building #10).

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4. The following telephones are located at the Port Authority Police Desk in Building #10:

961-2230	961-2234
961-2231	961-2235
961-2232	961-2236

If calling the Port Authority Police Desk from an Airport telephone, it is only necessary to dial the last four (4) digits of each number.

5. The following direct private line telephones are located at the Port Authority Police Desk:

- (a) Newark Fire Department
- (b) Elizabeth Fire Department
- (c) Ironbound Ambulance Squad
- (d) MEDCOM - Martland Medical Center
- (e) Elizabeth Police Department
- (f) AFA Central Station (Fire Alarm Signals)
- (g) Newark Police Department Centrax Ext. #7525
- (h) Control Tower - this telephone one way from Tower to Police Desk for Aircraft Emergencies.

22:10

AUXILIARY COMMAND POST TO BE ESTABLISHED

If the emergency incident is isolated on the far limits of the Airport Field, the Commanding Officer of the Port Authority Police shall establish a Port Authority Police Command Post, in close proximity to the incident, to serve as a command and communication headquarters. A Port Authority radio equipped police auto patrol shall be dispatched to the scene to act as such command communications headquarters. This is for the purpose of maintaining contact with both the Port Authority and Newark Police Department.

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The Port Authority Tour Commander will be present at the Command Post with Command Officers of all participating agencies. As soon as an incident occurs in the Aircraft Operation Area, Port Authority Operations provides escorts at Assembly Point #5791 to take Command Officers as well as other Emergency Vehicles to the scene.

22:11 RECOVERED PROPERTY

The Newark Police shall be responsible for all property recovered at the scene. This includes the collection, safeguarding, itemizing and final disposition. An accurate record of all property recovered shall be maintained.

22:11.1 Property Found on Bodies to Remain with Body.

1. Bodies with property thereon shall be placed in a body bag (body and property) for removal to the morgue.
2. All bodies shall be properly tagged at the place of recovery with a corresponding identification number before the body is removed to the morgue.

22:11.2 Personal Property Found at the Scene. All property shall be recorded on the proper tag and affixed to the property at the place of recovery. A duplicate tag must be staked at the point of recovery with a corresponding identification number before the property is removed. Every item of information required on the printed tag must be recorded.

22:11.3 Parts of Aircraft. No part of the aircraft shall be disturbed unless absolutely necessary or until permission is given by the Federal Aeronautical Authorities.

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- 22:11.4 Personal Property of Injured. The Newark Police Department shall also be responsible for the guarding, removing and safekeeping of the personal property of all injured persons.
- 22:12 PORT AUTHORITY POLICE TO DESIGNATE FIRST AID STATION
- 22:12.1 The Port Authority Police Officer in charge shall direct that all casualties, when possible, be taken directly to area hospitals via ambulances and first aid squads. In other instances, he shall designate either a building, an area or both to be used as facilities for treatment of the injured.
- 22:12.2 The Port Authority is presently purchasing a Mobile Disaster Trailer that will be equipped with medical supplies for use at a disaster scene. Responding doctors will be able to treat selected casualties in this trailer, which will be towed to the disaster scene.
- 22:13 NEWARK POLICE DEPARTMENT EMERGENCY BUREAU
- 22:13.1 Consult with Port Authority Police. The Commanding Officer of the Emergency Bureau shall consult with the Commanding Officer of the Port Authority Police stationed at Newark International Airport previous to any possible or actual disaster, to determine the type of equipment required and the best plan of action that can be taken in the event of an incident.
- 22:13.2 Dispatch Available Assistance. Whenever an Emergency Plan is placed in operation at the "Airport" the Emergency Bureau shall dispatch assistance and equipment.
- 22:14 TEMPORARY MORGUE BUILDING

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- 22:14.1 Port Authority Police to Establish Morgue Building. The Port Authority Police Officer in Charge shall select either Building #83, Hanger 14 or both for the temporary morgue site. Its location will be determined by the size, extent and vicinity of the emergency incident. For the locations of these sites, refer to the map at the end of this Order.
- 22:14.2 Purpose of Temporary Morgue. All bodies, parts of bodies, wearing apparel and personal property that may be strewn in the area will be safeguarded at the morgue.
- 22:14.3 Newark Police Detective Division in Control of Morgue.
- 22:14.3-1 Wear Badge on Outermost Garment. All personnel assigned to the Detective Division shall wear their Department Badge on their outermost garment for proper identification.
- 22:14.3-2 Identify and Safeguard Bodies and Property. The Detective Division of the Newark Police Department shall assume control of the identification and safeguarding of all bodies and property taken to the morgue.
- 22:14.3-3 Observe Other Rules and Regulations and Procedures Relative to Bodies and Property. The Rules and Regulations and Procedures of the Newark Police Department relative to bodies and Property, shall be placed into effect as soon as possible.
- 22:14.3-4 Assume Responsibility for Command at Morgue. The highest ranking superior officer of the Detective Division responding to the emergency shall be in full command of the morgue whether it is inside or outside the private area of the airport.

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22:14.3-5 Obey Orders of the Chief Medical Examiner. The Chief Medical Examiner of Essex County, by virtue of New Jersey State Law, is in official charge of dead bodies and property. His orders shall be promptly obeyed.

22:15 NEWARK POLICE DETECTIVE DIVISION RESPONSIBLE FOR IDENTIFICATION OF DISASTER VICTIMS

22:15.1 Organization of Disaster Victims Identification Detail. The highest ranking Superior Officer of the Newark Police Detective Division responding to the emergency shall organize the Disaster Victim Identification Detail. He shall be responsible for coordinating all identification duties and in assuming this responsibility shall bear in mind that:

1. Organization of the Disaster Victim Detail is of utmost importance, and
2. The efficiency and accuracy with which this "detail" functions require that one person must be responsible and must coordinate all activity.

22:15.2 Search Teams. SEARCH TEAMS are to be used when bodies are scattered over an area of several acres. Each team shall be assigned to a specific search area and each team shall be allotted a predetermined block of identification numbers as follows:

FIRST TEAM 1 to 99
SECOND TEAM 100 to 199
THIRD TEAM 200 to 299
FOURTH TEAM..... 300 to 399

The object of this assignment of identification number is to enable the teams to work independently of each other but yet later coordinate and correlate their findings through a centralized final chart.

22:15.3 IDENTIFICATION OF BODIES

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- 22:15.3-1 Identify Body Found Near Airport Light. If a body is found near an airfield light, an identification tag must be placed on the light and identification number thereon must correspond with the number on the identification tag placed on the body found in the area.
- 22:15.3-2 Stake Exact Spot of Recovery. If there is no airfield light or other similar marker available, a stake thrust into the ground and tagged as outlined in (1) above will suffice.
- 22:15.3-3 Place Body in Container. After the bodies are tagged at the place of recovery, they shall be placed in some appropriate container, such as a canvas bag, a blanket or a sheet, and shall be transported to the "TEMPORARY MORGUE" by ambulance or truck.
- 22:15.3-4 Make Preliminary Examination of Body. Upon arrival at the "TEMPORARY MORGUE", a preliminary examination of the body shall be made and it shall be accounted for in a "Master Numerical Log".
- 22:15.3-5 Segregated Bodies. In order that relatives and friends may systematically view the victims for identification, the bodies shall be separated as to male adults, female adults, male children and female children. Where possible, they shall also be separated according to estimated age within the aforementioned groups. Separation according to race can be complicated by the fact that skin can change in color under unusual circumstances.
- 22:15.4 IDENTIFICATION OF PROPERTY
- 22:15.4-1 Property Found on Body. Property found on body shall remain with the body.

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- 22:15.4-2 Property Found Near Body. Property found in the vicinity of a body will not be considered as necessarily belonging to that particular body. However, as this property may aid in identification of the victim, it shall be placed in a container, envelope or bag and a record shall be made of its proximity to the body.
- 22:15.4-3 Questionable Property. If there is any question concerning an item of personal property, it shall not arbitrarily be placed with "any" body, but shall be handled as a separate item of "QUESTIONABLE IDENTIFICATION".
- 22:15.4-4 Same Identification Number for Body and Personal Property. Personal property shall continue to remain with the body, tagged with the same number as that with which the body is identified.
- 22:15.4-5 Jewelry and Pocketbook Contents. Jewelry and pocketbook contents are most important. Very frequently the first lead relative to the ultimate positive identification of a disaster victim has been obtained from initials and dates within wedding rings, class rings and watches. A relative who appears at the "TEMPORARY MORGUE" to visually identify a loved one is spared the necessity of viewing the remains of numerous victims if one or more items of jewelry or clothing from one particular victim can be exhibited to him. Thereafter, it is only necessary for the relative to see the victim from whom the property was obtained.

New

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GENERAL ORDER

- 22:15.4-6 Clothing and Personal Property Itemized with Body. An itemized list of all clothing and personal property identified with a body shall be made. It is a good idea to cut sample swatches of clothing for the purpose of future identification.
- 22:15.5 Establishment of Case Files. A "Case File" for each body shall be established to include such items as a description of the body and clothing, a fingerprint card, a list of personal effects, dental chart and detailed results of medical examinations or autopsies.
- 22:16 CONTENTS OF THE NEWARK POLICE DEPARTMENT AIRPORT DISASTER PLAN CONTAINER TO BE MAINTAINED IN READINESS
- The Port Authority Police Department shall maintain in readiness a container properly labeled NEWARK POLICE DEPARTMENT. This container, located on Airport Street, is affixed to the west wall of Building #82 at the Assembly Point. The contents of this container are as follows:

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1. A copy of the Newark Police Department Airport Disaster Plan: G.O. 71-5 (Revised)
2. A desk Blotter (a book suitable to keep log of events according to their chronological occurrences).
3. Ten (10) 9"x12" envelopes containing individual instructions and color coded maps for the ten (10) Traffic Control Points to be assigned to the Motor Patrol Units (see Section 22:5.2 - 1.b).
4. A Newark International Airport Emergency Identity Card. Holders of these cards (see Section 22:7.2) will be allowed within Newark Police Lines.
5. Five hundred (500) Property tags.
6. Two hundred (200) Newark Police Property and Evidence Receipts DP1:152.
7. One hundred (100) large envelopes DP1:155.
8. One hundred (100) small envelopes DP1:154.

The Commanding Officer of the Staff Service Division shall be responsible for the preparation and delivery of the aforementioned items suitably packaged and properly identified to the Commanding Officer of the Port Authority Police. He shall further be responsible for the replacement of the supply of these items after an incident at the airport or upon the department revisions of such items.

22:17 ACCESS ROUTE TO BE KEPT OPEN FOR EMERGENCY VEHICLES

New

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In order to assure free access of personnel and equipment to the scene of an emergency, it shall be the responsibility of the Newark Police Commanding Officer in charge thereof to establish and keep open an access route to the scene. The following considerations shall govern the establishment of such routes:

- 22:17.1 Access Route. The access route shall be as short as possible, but will extend beyond the area of actual probable traffic congestion to a highway on which traffic is moving freely and which is convenient to responding vehicles.
- 22:17.2 Restrictions on Access Route. The restriction placed on the route will be only as stringent as required to permit free movement of emergency traffic. Complete exclusion of all but emergency traffic will not be resorted to where less limited restrictions will secure desired results. The seriousness of the incident and the anticipated personnel and emergency vehicles responding will be major factors in determining restrictions to be applied.
- 22:17.3 Policing of Access Route. The Commanding Officer at the scene will, if possible, police the access route in the immediate vicinity of the emergency, with the personnel available and will designate a Superior Officer to be in charge of maintaining the route. If additional personnel have been requested to police the access route, the said Superior Officer shall set up a temporary headquarters at a suitable location on the access route, sufficiently removed from the scene of the emergency, to which the additional personnel responding may report. Reports of conditions along the access route shall be made to the aforementioned temporary headquarters.

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- 22:17.4 Informing Communication of Access Route. The Communications Bureau shall be informed of the designated route, the limitations imposed upon traffic, the number of barriers required, if any, and the phone numbers and locations of the temporary headquarters. If necessary, the Communications Bureau shall dispatch District radio motor patrol cars to initially police the route pending assignment of other personnel.
- 22:17.5 Communications Responsibility. The Communication Bureau will inform the hospitals, fire and other departments and other responding agencies of the access route. The designated route will also be transmitted to responding units of the Newark Police Department, and all commands concerned shall be advised thereof by teletype.
- 22:17.6 Removal of Restriction on Access Route. As soon as conditions permit, restrictions on the movement of traffic will be removed. The Communications Bureau shall be notified of such modifications by the commanding officer at the scene.
- 22:17.7 Predetermined Access Routes. Access routes to locations where emergencies can reasonably be anticipated shall be predetermined by the Newark Police Department. District commanders and all other commands concerned shall be advised thereof.
- 22:18 A PRESS INFORMATION CENTER SHALL BE ESTABLISHED
- The Press Information Center will be established in the Employee Cafeteria, located on the first floor of the Port Authority Administration Building #10. This building is located on Tower Road, adjacent to the Control Tower. Telephones will be provided for the Press.
- 22:19 NOTIFICATION TO BE MADE BY THE NEWARK POLICE COMMANDING OFFICER

New

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GENERAL ORDER

When there has been an actual emergency involving an aircraft at the airport, the Newark Police Commanding Officer at the scene shall be responsible for the following notifications to be initiated through the Communication Bureau:

22:19.1 Local Authorities:

1. Newark Police Communications Bureau
2. Federal Bureau of Investigation (request F.B.I. Disaster Squad 622-5613)
3. Prosecutor of Essex County
4. Sheriff of Essex County
5. Mayor of the City of Newark
6. Police Director of the Newark Police Department
7. Chief of the Newark Police Department
8. Chief of the Newark Fire Department
9. Martland Medical Center
10. Elizabeth Police Department

Upon notification from the Newark Police Department, the Elizabeth Police Department will detail personnel to cover the two (2) entrances to the Airport which are in Elizabeth:

Gate 1-- North Avenue & Division Street
Gate 2-- North Avenue, at end of runway #22, Approximately 200 yards west of the New Jersey Turnpike.

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- 22:19.2 Aviation Authorities. The notification to the aviation authorities shall include the following information concerning the accident, if available:
Location, date, time of day, number of persons involved, injuries to each, aircraft identification including registration number, aircraft make and model, names of crew members, operator and briefly the nature of the circumstances surrounding the incident.
1. Federal Aviation Agency - Atlantic Aviation Building #3, Teterboro.
 2. Federal Aviation Agency Air Traffic Control Station, Philadelphia.
 3. Federal Aviation Agency Air Traffic Control Station at Trenton.
 4. New Jersey State Bureau of Aeronautics at Trenton, or notify State Police Headquarters teletype at West Trenton.

III. RESPONSIBILITY FOR COMPLIANCE

Supervisory and Command Officers are responsible for:

- A. Complying with, and making certain, that Subordinate Members comply with this procedure.
- B. Thoroughly understanding and making certain that Subordinate Members understand this procedure.

Inadequacies on the part of operating personnel reflect directly on the Supervisory and Command Officers.

New

NEWARK POLICE DEPARTMENT
GENERAL ORDER

IV. EFFECT OF THIS ORDER

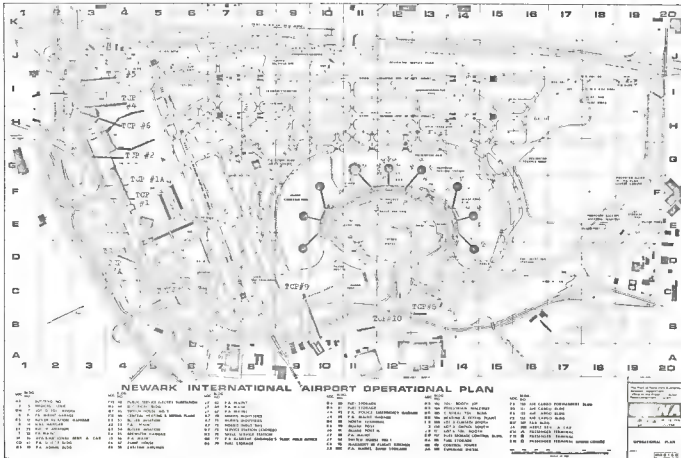
All previous orders and sections of Rules and Regulations are inconsistent with this procedure are repealed.


HUBERT WILLIAMS
POLICE DIRECTOR

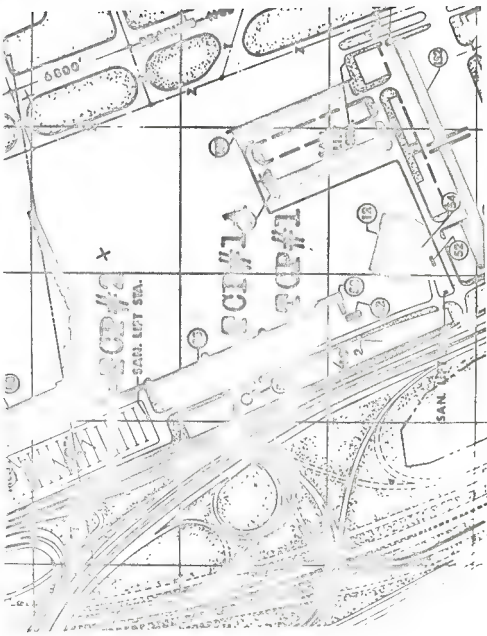
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DISTRIBUTION: All Uniformed Members
All functional and geographic units
Each Supervisory Vehicle in Patrol and
Traffic Division
Port Authority Police Department

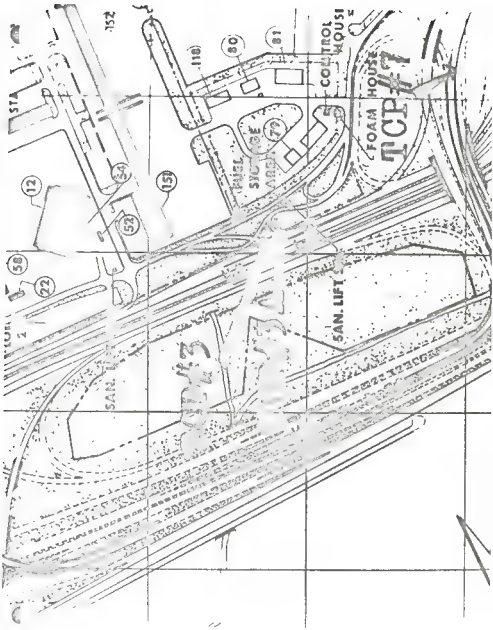
INDEX AS: Newark International Airport Disaster Plan
Airport Disaster Plan
Disaster Plan-Airport
General Emergency Plan No. 1 for the Airport



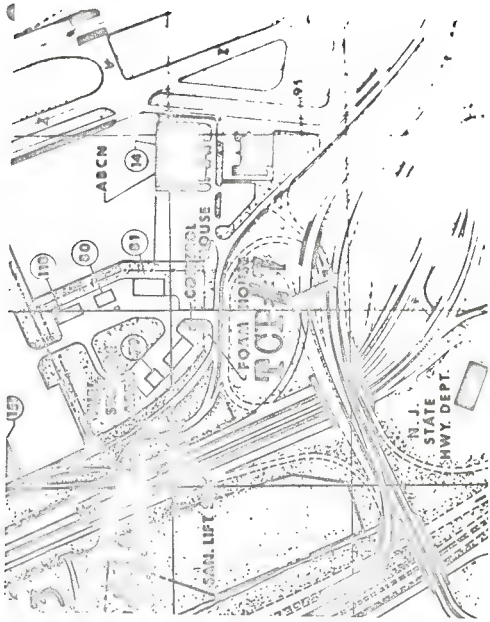
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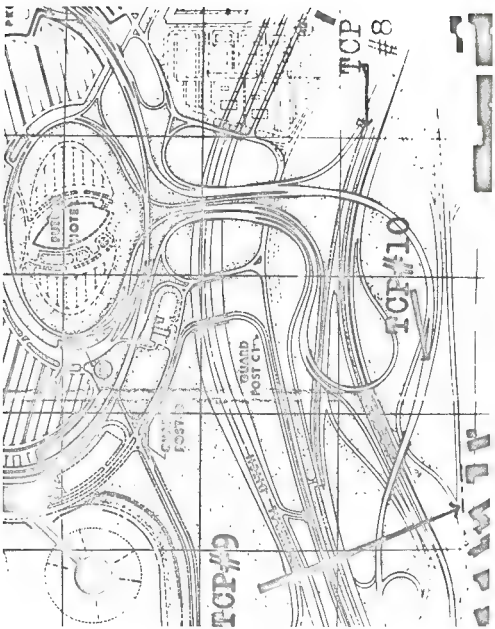
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Plan



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On Duty	10 12-22	38	INQUIRY	10 17	87
On Duty	10 12-23	38	INQUIRY	10 17	87
On Duty	10 12-24	38	INQUIRY	10 17	87
On Duty	10 12-25	38	INQUIRY	10 17	87
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On Duty	10 12-45	38	INQUIRY	10 17	87
On Duty	10 12-46	38	INQUIRY	10 17	87
On Duty	10 12-47	38	INQUIRY	10 17	87
On Duty	10 12-48	38	INQUIRY	10 17	87
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POLICE DEPARTMENT
NEWARK NEW JERSEY

COM 5

July 9, 1971

MEMORANDUM NO. 71 - 192

TO: ALL POLICE PERSONNEL

FROM: POLICE DIRECTOR

SUBJECT: GENERAL ORDER NO. 65-12 (Revised) April 10, 1971
CONTROL OF RADIO EQUIPPED UNITS

1. Effective immediately, all police personnel shall attach this Memorandum to General Order No. 65-12 (Revised) April 10th, 1971. All sections shall be reread and special attention shall be directed to Sections II, III C, VI A, B, C, VII A, and VIII (all).
2. The purpose of this Order is to encompass all mobile Radio Units, both portable and vehicular, within the cognizance of General Order No. 65-12 (Revised).
3. General Order No. 65 - 12 (Revised April 10, 1971), governs the operation of not only Radio Equipped Department Vehicles but all Mobile Radio Units, both portable and vehicular.
4. Personnel assigned the responsibility of all Mobile Radio Units, both portable and vehicular, shall be held accountable for compliance with General Order No. 65 - 12 (Revised, April 10, 1971).

John L. Redden
JOHN L. REDDEN
POLICE DIRECTOR

JLR:RPJ:my

NEWARK POLICE DEPARTMENT
GENERAL ORDER

SUBJECT		G.O. No. 65-12 (rev. sec.)	
		EFFECTIVE DATE April 17, 1971	
CONTROL OF RADIO EQUIPPED UNITS			
SUPERSEDES	ORDER	DATED	SECTION CODE
	65 - 12 (New)	Apr. 29, 1965	D-3
	65 - 12 (Revised)	July 15, 1966	
	65 - 12 (Revised)	July 31, 1969	
	65 - 12 (Revised)	FEB 20, 1971	

All Commands shall remove and destroy G. O. No. 65 - 12 (Revised) February 20, 1971, and replace with this revision. All sections shall be reread and special attention shall be directed to Sections II, IV, V and VII.

The purpose of this Order is to establish control of assignments to radio equipped Department units.

This Order consists of the following numbered sections:

- I. AUTHORITY OF COMMUNICATIONS BUREAU
- II. RESPONSIBILITY OF COMMUNICATIONS BUREAU LIEUTENANT
- III. RESPONSIBILITY OF DISPATCHERS
- IV. FORM DP1:1604 "FAILURE TO RESPOND"
- V. RESPONSIBILITY OF DIVISION OF INTERNAL AFFAIRS
- VI. RESPONSIBILITY OF DISTRICT COMMANDING OFFICER AND DESK LIEUTENANTS - PATROL DIVISION
- VII. RESPONSIBILITY OF SERGEANTS ASSIGNED TO FIELD DUTIES
- VIII. RESPONSIBILITY OF PERSONNEL ASSIGNED TO RADIO EQUIPPED DEPARTMENT VEHICLES
- IX. RECORD CHECKS
- X. RESPONSIBILITY FOR COMPLIANCE
- XI. EFFECT OF THIS ORDER
- XII. REPLACEMENT FOR PRIOR GENERAL ORDER

NEWARK POLICE DEPARTMENT
GENERAL ORDER

I. AUTHORITY OF COMMUNICATIONS BUREAU

The Communications Bureau shall have control over the dispatching of radio equipped Department vehicles and radio controlled units as detailed in this Order. Instructions and orders transmitted over the air shall be fully complied with without delay. These orders carry the authority of the Chief of Police.

II. RESPONSIBILITY OF COMMUNICATIONS BUREAU LIEUTENANT

The Communications Bureau Lieutenant shall:

- A. Whenever in his judgment, the circumstances require such action, assign any Department vehicle to respond to a particular scene regardless of patrol sector or district boundaries.
- B. When a field unit does not answer the dispatcher's second call to be given an assignment:
 1. Execute two copies of DP1:1603:
 - a. Retain second copy for Central Communications file.
 - b. Forward original to Division of Internal Affairs.
 2. Immediately notify the responsible patrol sergeant in the field.
 3. Then notify the Desk Lieutenant on duty in the command concerned by telephone and record this notification in the log book in the Communications Room.
 4. Send a teletype message to the Division of Internal Affairs that Form DP1:1601 "Failure to Respond" has been initiated. Record central complaint number and name of lieutenant notified on the teletype.

III. RESPONSIBILITY OF DISPATCHERS

Patrolmen assigned to the Communications Bureau shall:

- A. Accept telephone complaints from callers; make proper referrals of complaints; accept messages and instructions

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GENERAL ORDER

the Department personnel; dispatch motor patrol vehicles on assignments; announce messages, teletypes and orders as directed; complete Bureau and Department forms; abide by F.C.C. broadcast regulations and follow the procedures and orders set forth by the Bureau Commander.

- B. Render service promptly in a business-like manner, without personal references, emotional statements or curt responses; always maintaining proper broadcast decorum in the Communications Room.
- C. Make all assignments, without unnecessary delay, to the Sector Motor Patrol Car serving the address of occurrence or, if that unit is not available, to the closest available patrol car.
- D. Bring to the attention of the Lieutenant on duty any complaint or problem of a difficult or an unusual nature which they cannot resolve.
- E. Refer to all radio equipped vehicles, portable receivers, city ambulances, or other city vehicles as "units" without regard to their particular description.
- F. Use the following procedure when transmitting to mobile units:
 - 1. Open microphone; announce the radio call number of the unit to be assigned; upon receipt of acknowledgment from the unit called, give the address location of the place of occurrence; announce the designated call signal number which refers to the particular assignment; add explanation when required; close microphone.
 - 2. Following acknowledgment by the receiving unit which responds with its radio call number, announce the time the message is dispatched.
 - 3. Make appropriate entries and time stamps on Bureau forms.
- G. Notify the Lieutenant in charge of the Communications Bureau of a radio equipped unit which fails to answer after its call numbers have been announced on two succeeding attempts to make an assignment. Once the dispatcher is satisfied the called-for-unit is available or should be available and it has failed to respond, he shall stamp across the lower right portion of the Central Complaint report "FAILURE TO RESPOND",

NEWARK POLICE DEPARTMENT
GENERAL ORDER

record the number of the unit that did not answer, the time, and his dispatcher number. He shall then dispatch an available unit to the assignment.

- H. Make all radio transmitted assignments according to specific unit designations and at no time solicit units through a general call for a response, e. g., "Are any units available?"

IV. FORM DP1:1604 "FAILURE TO RESPOND."

- A. Form DP1:1604 "Failure to Respond" provides the Department with a means to strengthen the vision and control of radio equipped units.
- B. The Lieutenant in charge of Communications Bureau executes two copies of this form at the time he is notified that a unit does not respond to a dispatcher's call as noted in Section II, Paragraph B.
- C. The original copy of this completed form shall be forwarded immediately to the Division of Internal Affairs; second copy to be filed at Central Communications Bureau.

V. RESPONSIBILITY OF DIVISION OF INTERNAL AFFAIRS

- A. Utilize DP1:1604 as reference source to initiate follow-up investigation.
- B. Submit findings and recommendations to Division Commander and Commanding Officer of mobile unit involved.
- C. Notify Central Communications of findings and recommendations to complete their file.

VI. RESPONSIBILITY OF DISTRICT COMMANDER AND DESK LIEUTENANTS - PATROL DIVISION

Desk Lieutenants shall:

- A. Notify the Communications Bureau, at the outset of each duty tour, the Department vehicles assigned to field duty from their commands.

NEWARK POLICE DEPARTMENT
GENERAL ORDER

- B. Notify the Communications Bureau Lieutenant whenever it is necessary to take a car out of service because personnel must attend court, or fill in for a school crossing guard.
- C. Contact the Communications desk whenever it is necessary to give assignments to personnel in a radio car, or squad-rol and give their reasons for taking this action. Radio units shall not be taken out of service for assignments listed in Section VIII, Paragraph D.
- D. Accept assignments from the dispatcher during roll calls and relay the information to the appropriate unit. In emergency situations immediately dispatch a unit without delay for completion of roll call.
- E. Whenever two cars are tied up at the district station house and only one man from each unit is needed to complete the assignment, the other man from each unit shall be temporarily teamed and ordered to resume patrol until the completion of the station house duties by their regular partners. The dispatcher shall be notified as to which motor patrol unit is then in service, and is also to be notified when both units return to service.
- F. Not permit personnel going off duty at change-over time to come into the police building until roll call has been completed, and the new crew is ready to take over the assignment.

VII. RESPONSIBILITY OF SERGEANTS ASSIGNED TO FIELD DUTIES

Sergeants assigned to field duties shall

- A. Insure that personnel under their supervision in radio equipped vehicles remain on the air as required by this Order; and that they do not go into their commands at change-over time before the relieving crew has finished roll call and is ready to take over the vehicles.
- B. Monitor all calls affecting personnel in their jurisdiction.
- C. Ride in on important calls, supervise the actions of personnel and summon assistance where needed.

NEWARK POLICE DEPARTMENT
GENERAL ORDER

- D. Review log sheets to determine when excessive time is being spent on assignments, and if so, take immediate corrective action.
- E. In emergency situations, give assignments to personnel in their jurisdiction, and as soon as possible, notify the Communications Bureau Lieutenant.
- F. When notified by the Lieutenant on duty at Communications that a mobile unit has answered a dispatcher's call, conduct an immediate investigation to determine whereabouts and make notation of conditions found.
- G. Maintain all information concerning findings and be prepared to make all pertinent information available to the investigating Internal Affairs Officer.

VIII. RESPONSIBILITY OF PERSONNEL ASSIGNED TO RADIO EQUIPPED DEPARTMENT VEHICLES

- A. All personnel specifically assigned to field duties and normally obligated to active patrol in radio equipped vehicles, except when on a confidential assignment, shall report in service to the dispatcher immediately upon assuming control of vehicle. They shall thereafter remain on the air to receive assignments or go out of service as directed by Paragraph E of this section.
- B. As an example, use the following procedure in transmitting to the dispatchers:

Mobile unit: "Unit 315"

Dispatcher: "Unit 315 come in"

Mobile unit: "Unit 315 gives his message"

Dispatcher: "acknowledges with the time,
or O.K. 315" as message requires
- C. Notify dispatcher when going out of service. Except under emergency conditions personnel shall not go out of service without first notifying the dispatcher.

NEWARK POLICE DEPARTMENT
GENERAL ORDER

D. Not be authorized to go out of service for minor cases. Except in cases of necessity, and then only after proper notification to the dispatcher, personnel shall not go out of service for the following:

1. Authorized Department notifications.
2. Lookouts.
3. Open hydrants.
4. Corner loiterers
5. Parking violators.
6. Other similar minor violations.
7. Attendance at court - without permission of Desk Lieutenant.

E. Be authorized to go out of service:

1. On cases assigned by dispatcher which are not listed in the categories set forth in the preceding paragraph.
2. On cases assigned by Desk Lieutenants where the Lieutenants have notified the Communications Bureau.
3. When necessary to take immediate police action, or to conduct record checks of persons stopped for investigation. The Communications Bureau shall be notified as soon as possible in these instances.

IX. RECORD CHECKS

- A. Record checks shall not be made over radio unless required by unusual or extreme circumstances.
- B. When possible, field units should utilize a police signal box which has a direct tie-in with the Records and Identification Bureau.
- C. When using Command phones, records check or N.C.I.C. information shall be obtained by dialing extension numbers 318 (A-F), 382 (G-MTC) or 383 (MTC-24) exclusively designated for this purpose.

NEWARK POLICE DEPARTMENT
GENERAL ORDER

- D. When using a private or coin-operated telephone, Department members shall dial "operator", identify themselves, and request police number 622-5400. Police operator will connect them with any designated Records Bureau extension.

X. RESPONSIBILITY FOR COMPLIANCE

Supervisory and command officers are responsible for understanding and complying with this Order. Inadequacies on the part of operating personnel reflect directly on the supervisory and command officers.

XI. EFFECT OF THIS ORDER

All previous Orders and sections of "Rules and Regulations" and "Manual of Procedure" which are inconsistent with this procedure are repealed.

XII. REPLACEMENT FOR PRIOR GENERAL ORDER

Remove and destroy General Order 65 - 12 (Revised) issued February 20, 1971. Replace with this Revised Order.

JLR:TWM:TMCP:VP:my


JOHN L. REDDEN
POLICE DIRECTOR

Distribution: All functional and geographic units

Index as:
Control - Radio equipped units
Radio equipped units - control of
Field record checks
Record Checks by field forces

MANUAL OF
PROCEDURE

OF THE
POLICE DIVISION
DEPARTMENT OF
PUBLIC SAFETY



OF THE
CITY OF NEWARK
NEW JERSEY

Adopted May 1, 1948 by
JOHN B. KEENAN
DIRECTOR OF PUBLIC SAFETY

This book is the property of the Police Division, Department of Public Safety of the City of Newark, New Jersey.

When a member severs his connection with the department, this book must be returned to the Clerk, at Police Headquarters, through department channels.

Book Number

Name of Member

Badge Number and Rank

Date

JOHN B. KEENAN
Director of Public Safety

**INTRODUCTION FOR
MANUAL OF
RULES AND REGULATIONS
AND FOR
MANUAL OF PROCEDURE**

The manuals of Rules and Regulations and Procedure for the Police Division, of the Department of Public Safety Newark, New Jersey are prepared to present to all members of the Division, the duties and obligations required of them in the proper performance of their duties.

All members of the Division are strictly bound by them, regardless of the unit to which they may be assigned. It therefore, becomes their duty to carefully study and assimilate all the requirements, so as to be familiar with them and act accordingly.

The first rudiment of good police duty is to obey and act properly, and the rules, regulations and procedure are promulgated for the purpose of laying the basis for proper obedience, guidance and performance of efficient duty.

Ignorance of, or misunderstanding of any of the provisions of the Manuals, will not be accepted as an excuse, in the event, neglect charges, emanating from failure to observe the rules, regulations or procedure, are necessary.

While the rules, regulations and procedure are laid down under separate titles, emphasis must be placed upon the fact that failure to observe the precepts of the Manual of Procedure, as well as any infraction of the Rules and Regulations, may result in departmental charges.

The rules, regulations and procedure are compiled in accordance with the law, for the information, guidance and gov-

ernment of all members of the Police Division, Department of Public Safety, of the City of Newark, New Jersey.

All rules, regulations, procedure and orders, previously issued, contrary to those embodied in the Manuals, are hereby revoked.

For the good of the service, the right is reserved in accordance with the statute, to amend or revoke any of the rules, regulations, or procedure, or add thereto, as circumstances may require.

The rules, regulations and procedure are set down as a guide for the application of every member of the Division to his duties. While every effort has been made to cover all situations, members must remember, that during their tenure of office many situations may arise that are not arbitrarily embraced in the Manuals. In such events, members shall apply themselves to the best of their ability, and in accordance with the rules, regulations, and procedure, as closely as possible.

Faithful performance of duty, and exemplary conduct, alone, will be the guiding factor in determining consideration of the merit and efficiency of the Members of the Division, for future recognition and reward.

JOHN B. KEENAN

Director

Department of Public Safety

Date

PROCEDURE (GENERAL)

1. The preservation of the public peace and order, the protection of life and property, the prevention and detection of crime, the arrests of offenders and the enforcement of the Laws of the State and Ordinances of the City, are the principal duties of Police Officers. For these purposes the Police are endowed with legal authority, in the exercise of which, justice and equity should ever be the actuating motives.

2. In the discharge of their duties members should be firm but courteous, and exercise common sense. They should endeavor to obtain cooperation by helping others and bringing them to understand the work of the Police Department, for to achieve true success the Department must win and retain the confidence and respect of the public whom it serves. This can be accomplished only by constant and earnest endeavor on the part of all members to perform their duties in an efficient, honest and businesslike manner and by exemplary conduct, cultivate in the public mind the realization that the Police Department is a most important requisite to public well-being.

3. Commanding Officers should realize that their ability to command is accurately reflected in the work of their subordinates. If the Rules, Regulations and Procedures laid down for the government of the Police Department are improperly, or not thoroughly applied, the fault will rest with the Superior Officers.

MEMBERS OF THE DEPARTMENT

4. When on patrol duty shall learn to know the people on their posts, whether

reading or transacting business thereon, protect them and their properties aid them whenever consistent with their duties. Listen to those in distress and when possible, give advice and assistance to those in need of it, no matter how humble the person who approaches them, be has the right to be heard and their attention and kindness may do great good, although costing them nothing.

5. Shall at all times conduct themselves as though under the immediate observation of a Superior Officer. They should endeavor to acquire perfect control of temper, be cool and collected on all occasions regardless of any personal abuse heaped upon them, avoid degrading themselves in any way and perform their duties honestly, energetically and thoroughly. They should always bear in mind that only those who can control themselves can control others. They should associate only with good companions and beware of temptations. The eyes of the public are on them always, whether they are on or off duty and it is upon their conduct that opinion is formed and expressed as to the character and worth of the Department they represent.

6. Shall never place themselves under special obligation to any person in the discharge of their duties, but be free at all times to perform their duty without hesitation. Remember that in the execution of their duty as they not only act for themselves but also for the public and that their appointment is to no sense for their own advantage. Be mindful that the welfare of the people of Newark demands their earnest and continued efforts to the fulfillment of the obligations

imposed upon them. The entire law regulating their functions hinges upon this principle. Be governed by no feeling, save and do what the law commands, and never allow passion to urge them to brutality, nor fear, favoritism, or sympathy to sway them to illegal leniency, or neglect of duty. They must bear in mind that they symbolize the dignity and authority of the State and are representatives of the law to whose demands all must submit and that such submission can be compelled when necessary. They should use no unnecessary force, nor hesitate to use necessary force when circumstances require.

7. Shall keep record of the facts in connection with any arrests they make, or any case they handle, so that when appearing on the witness stand they can testify properly and clearly. Never show personal feeling or prejudice in their testimony in any case. Be straightforward and just and always remember that they are sworn officers of the law and a servant of all the public therefore in the discharge of their duties they should not permit the subject of politics, race, religion or fraternalism to merit approval or disapproval in their actions.

8. Shall promptly go to the scene of an unlawful disturbance occurring in their vicinity, and use their best efforts to restore peace and order by moderate means, if possible, but should such efforts fail, force may be used, if necessary, and the prime pairs arrested.

9. Shall familiarize themselves with the statutes, laws, ordinances and regulations in force in the City of Newark and failure to take action respecting violations of such statutes, laws, ordinances

and regulations coming to their attention or about which they have knowledge will be deemed neglect of duty.

10. When requiring a chemical analysis of any substance for use as evidence, shall submit the matter to their Commanding Officer, who will forward such substance with a written request to the Department Chemist.

11. Shall be vigilant in observing the conditions of the public thoroughfares, and shall promptly report any defects in or obstructions on any street, roadway or sidewalk, and shall, if necessary, take prompt action in barricading same during the day and in barricading same during the night and shall immediately report such facts to the Commanding Officer of the Precinct in which the emergency arises.

12. When they have occasion to inquire as to the duties concerning any matter whatsoever shall seek such information from their Superior Officers and not from any source outside the Department, unless they are so instructed.

13. Except as otherwise provided shall make all applications or official report in writing, whenever practicable, signing their full name thereto, with their rank, shield number and the Command to which they are assigned. If sent on any investigation they shall immediately report, either in person or telephone, what action was taken in the matter and shall also make a written report, when necessary.

14. Upon resignation or dismissal, or who in any way vacates his office, shall surrender to his Commanding Officer or the Chief of Police, all property in his possession belonging to the Department. In case of the death of a member his

Commanding Officer will obtain his shield and all other Department property which he possessed and make proper disposition of same.

15. Upon appointment, and before being assigned to any duties in the Department, or upon promotion to other ranks in the Department, shall take and subscribe to an oath of the office administered by the City Clerk in such form as may be required.

16. Shall obtain stationery, office equipment and all other necessary supplies only upon requisitions forwarded and approved by Commanding Officers to the Chief Clerk.

17. Although assigned to a particular command must be ready to act wherever their services may be required; the sphere of their duties being the entire City, and they shall at all times carry their shield, keys, revolver, police whistle and summons book.

18. Except when permitted by proper authority, all members of the uniformed branch of the Department shall be in complete uniform when on duty; also, when appearing before the Director of Public Safety, Board of Public Safety, Police Commissioner, and Chief, Deputy Chiefs or Inspectors of Police.

19. Shall report to their Commanding Officer any delinquency, dereliction of duty, violations of the Rules, Regulations and Procedure, conduct, disorder, and neglect to the prejudice of good order, efficiency and discipline which they observe or of which they have knowledge.

20. Shall not permit any person to solicit business, or offer for sale, any merchandise of any description in any Police building except by permission of

the Commanding Officer. The various Precinct Divisions and Offices are maintained for the conduct of Police business.

21. Shall refer to the City and Telephone Directories, civil and dearing the services of lawyers, doctors, automobile garages or any other civilian services whatsoever from whom they may engage the services required. Soliciting for or recommending any professional or civilian service to any person by members of the Department are prohibited.

22. Shall refer to the office of the Chief of Police all applications for public assemblies, such as parades, public meetings and similar affairs, to be held on public thoroughfares in the City, also for permits to conduct bazzars or like affairs.

23. When served with papers in a legal procedure, relating to an official act, or in a proceeding to recover damages arising from an action taken in the discharge of police duty the following procedure will be adhered to in case the assistance of the Corporation Counsel is desired, the original papers, together with a statement of the facts from which the cause for action arose, will be forwarded to the Chief of Police, through their Commanding Officers, for investigation, and he will report to the Police Commissioner as to whether or not the member was engaged in the proper discharge of police duty, with the request that the Corporation Counsel, or a member of the City's Law Department, be assigned to defend the action.

24. Shall confiscate all bills, cards, pamphlets or handbills, etc. distributed or posted in public places, if found to be of an obscene or offensive nature, advocating the forcible overthrow of the gov-

ernment or tending to incite riot or violence. An immediate arrest and complaint shall be made in court, and the confiscated material submitted as evidence, properly marked for identification.

23. In case of a serious vehicle accident on a street or railroad right of way, the collapse of a building or other conditions that would require assistance, the Precinct Station where the emergency occurs shall be promptly notified in order that necessary assistance may be rendered.

25. Shall not make any contract on the part of or purchase any articles for the use of the Department, without the authority of the Administrative Clerk. Should an emergency arise and the Administrative Clerk not immediately available the Chief of Police may authorize a purchase to meet an immediate and urgent necessity.

27. When in pursuit of an escaped prisoner or person who has committed a crime, shall frequently sound short signal blasts upon his alarm whistle to attract attention of other officers and civilians.

28. Unless specifically assigned to that duty, shall not repair any signal box, mechanical or electrical equipment. Any defect or damage observed shall be immediately reported to their Commanding Officer.

CHIEF OF POLICE

29. The Chief of Police shall have power to issue orders to the members of the Department, or any individual or individuals thereof, not inconsistent with Law, Rules and Regulations or Proce-

dures, and such orders shall be typewritten or printed, issued through the Deputy Chief or Deputy Chiefs, Inspector or Inspectors, under whose command may be such portions of the membership, individual or individuals affected and such orders shall be immediately read or conveyed to members of the Department affected thereby. A copy of all orders issued by the Chief of Police shall be kept on file in his office.

30. He shall promptly report to the Police Commissioner the suspension of any member of the Department, also the names of any member who by reason of age, illness, injury or other cause does not or cannot fully and efficiently perform the duties required of such member.

31. He shall have power to order any or all members of the Department to any place in the City where police services may be required and also to transfer members from one command or assignment to another command or assignment and as soon as practicable report such action to the Director of Public Safety for confirmation.

32. He shall have power to grant temporary leaves of absence to members of the Department when in his judgment, the interest of the City or the Department will not suffer thereby.

33. He shall forward or cause to be forwarded to the Commanding Officer of the Detective Division for investigation, all reports of crimes committed in the City which, in his judgment, may best be solved by members of the Department assigned to the Detective Division.

34. He shall refer to the Commanding Officer property have cognizance thereof, for investigation and report (if investi-

gation be necessary), all complaints filed with him against members of the Department, and upon receiving report of such Commanding Officer, shall forward it with complaint to the Police Commissioner, together with such recommendations as he may deem proper in the case.

35. He shall receive all reports of the Deputy Chiefs and Inspectors and forward same to the Police Commissioner, together with recommendations in writing based upon such reports and intended to assist in administering the affairs of the Department.

36. He shall report in writing to the Police Commissioner any special service on the part of a member or members of the Department which he may deem meritorious or worthy of special attention.

37. He shall notify the Police Commissioner before leaving the City.

38. He shall make monthly reports in writing to the Police Commissioner showing the business transactions of the Department and containing such recommendations and suggestions as he deems advisable and proper for government and discipline, and shall also make annual recapitulation of the business transactions of the Department at the end of each calendar year for publication in the report of the Department.

DIVISIONAL COMMANDERS DEPUTY CHIEFS AND INSPECTORS

39. Deputy Chiefs and Inspectors shall have supervision of such division of the Department as may be assigned to each by the Director of Public Safety through the Chief of Police.

40. They shall keep on file in their office, and maintain or cause to be maintained, proper record of required police information, police service or business performed or transacted by the various divisions, as are submitted to him, in accordance with the Rules, Regulations, Procedure or Orders of the Department.

41. They shall cause the investigation of all complaints made by citizens or members of the Department of any dereliction of duty on the part of any member who, by the provisions of the Rules, Regulations, Procedure or Orders of the Department, may be assigned to his command or supervision, and promptly upon completion of such investigation submit a written report to the Chief of Police detailing the results thereof.

42. They shall report each day to the Chief of Police, except when properly excused and call to his attention, in writing, all matters of importance affecting the Department of which he has knowledge that occurred during the previous twenty-four (24) hours, also inform in writing the Chief of Police of any commendable service or act of bravery performed by a member under his supervision, and from time to time recommend such members of the Department as have shown unusual qualifications for special duty.

43. They shall hold formal inspections on days designated by the Chief of Police of all members of the Department and their uniforms and all Precinct Stations, buildings and police equipment under their supervision.

44. They shall frequently visit all units under their supervision at unanticipated periods of the day and night.

45. They shall have such hours of active duty as may be prescribed by the Chief of Police. Remain in their office during such periods of time as is required. When not required on duty in their office, they shall as often as practicable, make tours of their districts of the City and shall also make tours at least once a week during the night-time for the purpose of noting conditions and informing themselves as to the conduct and performance of the men under their commands. Report in writing to the Chief of Police any neglect of duty or improper conduct or lack of efficiency on the part of any member of their command.

46. The Commanding Officer assigned to the Traffic Division shall make such recommendations to the Chief of Police as he may deem advisable for securing the maximum efficiency in the enforcement of Traffic Laws, Ordinances and Regulations, the orderly movement of traffic, the prevention of accidents and the protection of life and property. Investigate and take necessary action in the matter of such complaints as may be referred to the Traffic Division concerning accidents and violations of the Traffic Regulations and keep and maintain in his office a record of such complaints and the action taken respecting same. Also maintain such classified records, charts and books as may be prescribed by the Chief of Police.

47. They shall promptly issue to the membership of their Commands, or any individual or individuals thereof, all orders received from the Chief of Police affecting such membership, such orders

to be written or typed and a copy of same to be kept on file in their office.

48. They shall submit daily to the Chief of Police not later than 10 A. M. the daily report sheet on form provided showing the disposition of their force and absences during the twenty-four hours ending at 8 A. M. and make such other reports as may be required.

SUPERIOR OFFICERS

49. All Superior Officers shall set an example to all subordinates in sobriety, dignity, courtesy, discretion, skill and diligence, and the observance of proper discipline, and at all times appear neatly attired, clean in person and equipment.

50. They shall not borrow or accept money or gifts of any description from a member of the Department subordinate in rank, or permit a subordinate member to engage in work of a personal nature for him with or without compensation.

51. Whenever in the necessary performance of his duty, a Superior Officer gives orders to a subordinate not attached to his command, he must exercise care that such orders do not unnecessarily conflict with those of other Superior Officers of the command to which such member is assigned. Whenever orders so given are important, or require the subordinate receiving same to leave regular post or assignment, the Superior Officer giving such orders shall, as soon as practicable, inform such subordinate's Commanding Officer of the action taken.

52. Superior Officers shall control and command. They shall not perform the work of a subordinate. Should there be failure or neglect in the execution of any

responsibility by a subordinate it is incumbent upon the Superior Officer to recommend the disciplining of such subordinate.

53. They shall exercise authority in the Department with firmness, kindness and justice. Sustain their subordinates when they can do so consistently and avoid, as far as circumstances permit, censoring them in the presence of others.

LIEUTENANTS

54. Shall be particularly careful to carry out the orders of his Captain. Such orders shall not, except when necessary in cases of emergency, be countermanded or set aside, but when such action is taken he shall report to the Captain in writing the reasons in each instance.

55. Shall thoroughly familiarize himself with the Laws of the Federal Government, Laws of the State, Ordinances of the City and as much of the law of arrest as may relate to the intelligent discharge of his duties and the proper direction of the members under his command.

56. Shall thoroughly familiarize himself with the Rules and Regulations governing the Department, and all matters pertaining to Department business, and properly and intelligently transact the business entrusted to him; competently advising and instructing his subordinates in their duties. He shall at all times in his official dealings and relations with citizens and with members of the Department be an example of intelligence, efficiency, promptness, accuracy and courtesy.

DESK LIEUTENANTS

57. Shall call the roll of members before sending them on duty, and cause the members to be carefully inspected by a Sergeant, require such Sergeant to be particular in noting in his inspection that each member is cleanly shaved, correctly and neatly attired, that the equipment of each member is clean and in good order and proper place, and that each member is in fit condition and properly equipped for duty in accordance with the Rules, Regulations and orders of the Department. In the absence of a Sergeant, the Desk Lieutenant shall conduct the inspection. Sign all orders read to the members of his command, noting thereon time and date of such reading. General orders shall be read at three successive roll calls, and such orders or a copy thereof posted on the Bulletin Board.

58. Shall at the termination of each tour of duty, check off on the Signal Sheet the name of each member reporting off duty, closely observe the condition of each member and report in writing to his Captain any such member not in fit condition, as well as those more than fifteen minutes late in reporting.

59. Shall whenever members are more than fifteen minutes late reporting for duty, or more than fifteen minutes late reporting off duty, cause immediate investigation to be made by a Superior Officer to ascertain the whereabouts and condition of such members and submit a written report thereof to his Captain.

60. Shall notify the Captain in writing when any Patrolman is five or more minutes late in transmitting a duty call. When the period of tardiness is fifteen

minutes or less, order the Patrolman to submit a report giving his reasons for being late and if more than fifteen minutes order the Patrolman to submit duplicate reports to his Commanding Officer before reporting off duty. When Patrolmen on adjoining posts are five or more minutes late in sending in their duty calls, order all involved to submit written duplicate reports to their Commanding Officer at the termination of their tour of duty.

61. Shall upon discovering that a member of the Department assigned to his Precinct, or any member of the Department assigned to duty in his Precinct, has failed to transmit his duty call for a period of thirty minutes, immediately dispatch a Sergeant to conduct an investigation as to why the member failed to make such call. In the event a Sergeant, or other Superior Officer, is not available in the Precinct at the time, the Lieutenant shall communicate with any Division where a Sergeant or other Superior Officer is available to obtain a Superior Officer to conduct an immediate investigation on each dereliction.

62. Shall transmit all orders or instructions from competent authority affecting any member of the Department attached to or residing within the boundaries of the command to which such member is assigned.

63. Shall in all cases where arrests are made for an indictable offense, send the prisoner, with an Arrest Blank properly executed, to the Bureau of Criminal Identification and Records for the purpose of fingerprinting, and where required, photographing the prisoner.

64. They shall in turning over Federal

prisoners to the United States Marshal or his Deputies, to representatives of the State Police, or other police agencies, or prisoners to representatives of police departments of other municipalities, make note in Arrest Book and on Arrest Cards of the fact of such action, and the name, rank and department of such officers and have such officers sign arrest card. He shall in every instance make certain that the officers to whom prisoners are delivered are bonafide, and are authorized by their respective departments to take such prisoners into custody.

65. Whenever any member reports or is reported sick or injured, they shall immediately transmit the facts of the case by telephone to the Lieutenant in charge of the Desk at Police Headquarters, also, if there be any reason to suspect that such report is not made in good faith immediately notify a Department Surgeon, giving all available information concerning the case so that prompt investigation may be made, and, in addition, execute Sick Leave form, and forward to the Department Surgeons' Office at Police Headquarters, make proper record, and notify his Captain in every case.

66. They shall upon the return to duty of any member who has been absent because of sickness, or injury, execute form provided and forward same to the Department Surgeons' Office at Police Headquarters without delay, and notify the Desk Lieutenant on duty at Headquarters. Make proper record, and notify his Captain in every such case.

67. They shall in all cases of injury reported by members, no matter how slight the injury may seem to be, make de-

tailed record of each such case in the Desk Blotter

68. In complaint or casualty cases, they shall make, or cause to be made, proper records on forms provided, and promptly transmit details to the Bureau of Criminal Identification and Records.

69. They shall accept the report of the operator of a vehicle, or other person wishing to make known the occurrence of an accident outside his Precinct; obtaining such information as may be needed or available for making proper record of such accident, and immediately transmit details by telephone to the Precinct in which such accident occurred, at which Precinct the Lieutenant on duty shall make proper record on form provided and transmit details to the Bureau of Criminal Identification and Records.

PATROL SERGEANTS

70. Patrol Sergeants at the beginning of each tour of duty, shall rotate in command of the contingent of patrolmen assembled at the Precinct Station preparatory to their assignment to posts or other duties, and during the marching of such contingent from the Precinct Station to the street. A Patrol Sergeant shall conduct the assembly, alignment, inspection and incidental evolutions in a military manner and shall conform, as closely as conditions or circumstances permit to the following procedure:

In the Assembly Room, five minutes before time scheduled for roll call, the Patrol Sergeant shall cause the contingent to form in double rank, tallest men at the right, by commanding, "FALL IN". The contingent properly formed, he will com-

mand "REST". At a signal, oral or otherwise, from the Desk Lieutenant, he shall command, "SQUADS, ATTENTION RIGHT (OR LEFT), FACE, FORWARD (OR COLUMN RIGHT OR COLUMN LEFT) MARCH" so spacing his commands as to permit proper execution thereof. The contingent shall be marched, in column of twos, into the Business Room and when its center is opposite the center of the Desk, halted by the command, "SQUADS, HALT". It shall then be caused to face to the Desk by the command "RIGHT (OR LEFT) FACE". Irregularities in alignment shall then be corrected, circumstances permitting without command. The contingent aligned, it shall be caused to open ranks by the command "OPEN RANKS, MARCH" and prepared for inspection by the command, "PREPARE FOR INSPECTION". The Sergeant shall then inspect each member of the contingent to ascertain that he is properly uniformed and equipped and fit for duty, promptly reporting the Desk Lieutenant of any deficiency noted.

Having concluded the inspection, the Sergeant will take a position in front of and facing the center of the contingent and command, "CLOSE RANKS, MARCH". He will then execute "About Face", render prescribed salute to the Desk Lieutenant and await the roll call and assignment of members of the contingent to posts or other duties. At the conclusion of the roll call he will face the contingent and command, "PARADE REST", then again face the front and assume the position of Parade Rest. At the conclusion of the reading of orders, instructions and related official business

he will face the contingent and command, "SQUADS, ATTENTION" again face the Desk and render prescribed salute Upon acknowledgment of salute by the Desk Lieutenant, he shall face the contingent and command, "RIGHT (OR LEFT) FACE", "FORWARD (OR COLUMN RIGHT OR COLUMN LEFT)", "MARCH" and move the contingent to the street where he will command, "TAKE YOUR POSTS"

ABSENCE

71. All members of the Department, except as otherwise ordered by the Director of Public Safety, are entitled to a leave of absence (annual vacation) each year, with pay. The number of days allotted to each rank and the procedure to be followed in the selection of vacation periods will be outlined in a special order issued by the Chief of Police prior to the beginning of such vacation periods. Any vacation, day off or leave of absence may be suspended in case of positive necessity by some sudden and serious police emergency which, in the judgment of the Chief of Police demands that such time off shall not be given at such time.

72. All members are entitled to days off for which a schedule will be arranged by the respective Precinct Commanders, Division Commanders and proper Superior Officers with due regard to the requirements in the particular branches of the service to which they are assigned; and will be so apportioned as to cause as few absences as possible at any one time from any Precinct or Division.

73. When mutually agreeable and for good reason, any two members may ex-

change their vacation periods or days off, but only with the approval of their Commanding Officer.

74. The schedules for days off and vacation periods for Precincts and Bureau Commanders will be arranged by the Deputy Chiefs or Inspectors properly having cognizance thereof with the approval of the Chief of Police.

75. No member shall leave the City without the permission of his or her Commanding Officer, except on such members' day off. Approval of an application for vacation shall be considered permission to leave the City on dates specified, provided the member before departing shall leave with his or her Commanding Officer the temporary vacation address.

76. Members shall not absent themselves from duty without the consent of their Commanding Officer and without first making application on form provided, stating in detail the cause and duration of such absence and presenting same to their Commanding Officer for approval. Violation of this Rule will be deemed absence without leave.

77. Members will be granted leaves of absence for three days with full pay upon the death of wife, husband, child, father, mother, sister or brother provided, however, that before absenting themselves they shall make application on form provided, stating specifically the relationship between the deceased and themselves, the days on which they will be absent and present same to their Commanding Officer. Violation of this Rule will result in loss of pay during absence.

78. Commanding Officers shall send to the Office of the Chief Clerk daily, all ap-

plications for leaves of absence from duty, and shall see that the same are properly filled out before being approved. This includes applications for vacations to be verified as to the time applied for and returned to Precinct Station or other unit.

ARRESTS

79. In matters of arrests and the service of process, members shall be guided by well established precedent in the Law of Arrest and by the limits of the authority given them by statute. bearing in mind always that in investing them with certain powers in the enforcement of the law, the preservation of peace, and the protection of life and property, the prevention of crime and the arrest of offenders the law also binds them answerable criminally or civilly for any abuse thereof. Members should, therefore, thoroughly acquaint themselves with law and precedent pertaining to arrest, the issuing and service of process and be guided accordingly. No charge of insubordination or neglect of duty will be entertained against any member who shall refuse a direction by a Superior Officer or citizen to make an arrest or serve process, where such action would constitute a misuse of such member's authority, or render such member liable.

80. An arrest is the taking into custody of a person whether by force or by voluntary submission on his part. Mere words do not constitute an arrest, unless the offender or the alleged offender, voluntarily consents. Except when the offender or the alleged offender voluntarily consents, the intent to take a person into

custody must be shown by some physical act on the part of the police officer, though it be ever so slight, or by its equivalent in some sort of personal coercion.

81. No person can be lawfully arrested or detained by any police officer except under authority of law. An arrest is authorized either by a warrant issued by competent authority, or without a warrant under some circumstances.

82. A crime is any wrong which the State deems injurious to the public at large and punishable through judicial proceedings in its own name. It has also been defined as an act committed or omitted in violation of a public law either forbidding or commanding it.

83. Crimes are classified as High Misdemeanors and Misdemeanors. These are an important classification because the powers to arrest for a High Misdemeanor are quite different from those to arrest for a Misdemeanor.

84. City Ordinances are laws passed by the governing body of the City. Any person found violating any Ordinance may be arrested by a Police Officer, or by an employee of any Department of the City Government whose duty it shall be to enforce said ordinance.

85. A warrant is a writ or precept issued by a Magistrate, Justice, or other competent authority, addressed to a Sheriff, Constable or other peace officer, requiring him to arrest the body of a person therein named and bring him before a magistrate or court, to answer, or to be examined, touching some offense which he is charged with having committed.

86. Warrants are returnable "forthwith" but a warrant remains in force

until it is returned. By "forthwith" is meant to arrest the offender or the alleged offender, as soon as possible. A warrant remains in force after the accused has been arrested, so that should he escape, the officer may re-arrest him.

87 No warrants may be altered by any person other than the Court or Magistrate who issued same. Any material alteration by any other judicial tribunal or by any other person renders the warrant invalid.

88 The probable cause" which authorizes a police officer to arrest for a High Misdemeanor, or an attempt to commit one, without a warrant, means such facts and circumstances which would authorize a court to issue a warrant upon proper complaint for the arrest of such person. It is always a question of discretion and common sense.

89 When a police officer makes an arrest for a Misdemeanor committed in his presence, the words "committed in his presence" means that the officer knows from his own knowledge and from his own senses that such Misdemeanor was committed and cannot rely upon the statement of others that the person whom he arrests committed the Misdemeanor and he must make such arrest immediately and cannot do so afterward without procuring a warrant.

90. A Police Officer may stop and question any person whom he sees walking abroad at any time under suspicious circumstances, or whom he may have reason to suspect of unlawful design and may demand of him his business, identity and destination, but this authority must be exercised with all possible discretion

and the officer must use his best judgment.

91. A Police Officer may arrest persons who are prowling around at any time and are unable or refuse to give a satisfactory explanation of their conduct, or who have in their possession dangerous weapons or other instruments ordinarily used in the commission of crime.

92. When arrests are made by members of the Department the person arrested must be brought to a Precinct Station or Police Headquarters immediately, or to a temporary headquarters established in an emergency. No member shall, except under extraordinary circumstances, release a person from custody unless with the consent of a Superior Officer, and no such release will be consented to unless the act with which the person is charged and the grounds on which the complaint is made, are not such as would warrant the further detention of such person. Desk Officers shall use discretion in all cases of arrest brought before them, making certain that the act with which the prisoner is charged constitutes an offense for which a person may be lawfully detained, and that there are reasonable grounds for the complaint. They shall make proper record of the arrest and cause the prisoner to be searched and lodged in a cell.

93. All persons arrested for an indictable offense or any person believed to be wanted for an indictable offense, or believed to be an habitual criminal shall, in accordance with law, be immediately sent to Headquarters to be fingerprinted, after such person has been searched and a proper record of the arrest is made. An Arrest Blank properly filled out by the

arresting officer, stating the nature and details of the case and all weapons, tools, keys, pawn tickets, etc., taken from the person or possession of the prisoner, shall accompany such prisoner.

94. In cases of arrest by citizens, prisoners will be detained in the usual manner. This, however, is only in the event that the Desk Officer, after carefully considering the facts in such cases, is satisfied that a crime or offense for which a citizen may make an arrest has been committed and that the person arrested has committed it.

95. Citizens making arrests will be carried on "Arrest Cards" as the arresting person, and instructed when and where to appear for the arraignment of prisoners. In such cases Desk Officers should use their discretion as to whether such cases warrant the services of Detectives, and if so, immediately notify the Detective Division, so as to enable Detectives to interview such citizen at the Precinct Station.

96. When members make an arrest for an indictable offense and know that a crime has been committed, they shall make a sworn complaint when the prisoner is arraigned in court, if, in the opinion of the Judge, there is sufficient evidence; provided however, there is no citizen complaint.

97. Members shall arrest all persons who interfere with them in making arrests or serving process, or who aid or encourage a prisoner to escape, or who knowingly conceal a person who has committed a crime.

98. Witnesses in serious crimes should be detained and sent to Court with the principals in the case. Witnesses should,

whenever possible, be detained in a witness room, and not in a cell, unless so ordered by the Commanding Officer.

99. Persons arrested for violation of City Ordinances will, be arraigned at once if Court is in session. If Court is not in session, they will be held in default of bail.

100. In executing warrants for the arrest of persons in their homes, or other buildings, if admission is denied members must have reasonable grounds to suspect that the persons wanted and named in the warrant are within before forcing entrance. They shall in all cases, inform the person or persons refusing to admit them that they are police officers and possess a warrant. After so identifying themselves, persons who obstruct or interfere with them may be arrested and prosecuted, if provable they are aiding the person or persons wanted to avoid arrest. If, however, members have positive information that persons wanted for the commission of crime, or that stolen goods are concealed in buildings, and the ends of justice may be defeated by delay, entrances should be effected immediately and the persons sought or the stolen goods described secured.

101. In executing search warrants, members have the right to search only the places mentioned in the warrant, between sunrise and sunset unless otherwise specified in the warrants, and shall identify themselves if refused admittance. If no person is present on the premises at the time of such search, a copy of the search warrant should be left in a conspicuous place.

102 In cases of a High Misdemeanor in which a warrant has been issued, the officer may make the arrest whether he has the warrant with him or not, but if he does not have the warrant, he does not make the arrest under the warrant but makes it because of having reasonable cause to believe the offender has committed a High Misdemeanor and hence such arrest is legally the same as making the arrest without a warrant having been issued. In the case of a Misdemeanor, where a warrant has been issued, the officer may not have the warrant with him when making the arrest.

103 A search warrant is required to make a search of any house, building or place, except when in pursuit of a person wanted for a High Misdemeanor, or an escaped prisoner, or with the invitation or voluntary consent of the lawful occupant of the particular place to be searched.

104 Citizens who apply for information regarding charges against persons in custody will be told the nature of complaints, unless in the opinion of the Desk Lieutenant, such may tend to defeat the ends of justice.

105 Prisoners will be given the privilege of notifying relatives, friends or counsel of their arrest and every reasonable assistance shall be given to insure delivery of such information by telephone or messenger, provided however, that no written message shall contain any information but that pertaining to the arrest and the immediate needs of the prisoner.

106 Members should bear in mind that prisoners cannot be convicted without evidence. Persons arrested for crime, especially old offenders, should be watched

carefully after being placed under arrest, and their conversation should be noted. Members should endeavor to obtain admissions relative to the case in the presence of witnesses, but without making any threats, or promising immunity to the prisoners.

107 In cases of important arrests by members, male prisoners shall be searched by the arresting officer in the presence of the Desk Officer on duty. In minor arrests and arrests by citizens, Desk Officers shall cause the prisoners to be searched in their presence by the Doorman. Female prisoners shall be searched by the Matron with all the privacy that circumstances permit. Desk Officers shall give an itemized receipt to prisoners for all property removed from their person.

108 An arrest for a High Misdemeanor, or Misdemeanor may be made on any day or at any time of the day or night and if the person arrested escapes or is rescued the officer from whose custody he escapes may immediately pursue and take him at any time or at any place in the State and in such case may command assistance to the same extent as in case of making original arrest.

109 Any police officer is required to arrest without a warrant by the verbal direction of a Judge for any offense committed in the jurisdiction of the Judge.

110 A private person has the same authority to arrest as a police officer in cases of High Misdemeanor or Misdemeanor committed in his presence, and he may also make an arrest where a High Misdemeanor has in fact been committed, though not in his presence, and there is good cause to believe that the person ar-

resisted by him has committed it. He may not however lawfully make an arrest on suspicion that a High Misdemeanor has been committed and that the person arrested has committed it.

111. The Officer making the arrest should inform the prisoner why he is arrested and if the arrest is made by virtue of a warrant the officer should inform the prisoner of its nature and contents. If a request is made to see the warrant, the request should be granted, but only when it can be done without danger of the prisoner escaping. The safety of the warrant is of no moment for if the prisoner should destroy it, this would not affect the right and duty of the officer to take the prisoner before the Magistrate who issued the warrant.

112. When a police officer is opposed or resisted in making an arrest and no other officer is within call, he may if necessary, in the name of the State, demand the aid of a by-stander or citizen who must render such assistance when demanded or be himself arrested and punished.

113. When a person charges another with the commission of a crime and insists that the person charged be taken into custody and the circumstances appear to warrant an arrest, the police officer should take the accused to a Precinct Station and should require the accuser, if unknown to him, or there is any other sufficient reason for it, to accompany him as complainant.

114. In making an arrest the officer must be careful not to submit his prisoner to any greater severity or indignity than is necessary to effect the arrest and bring the prisoner safely to the Precinct

Station. The State requires the officer to do his duty at all hazards, but in the performance of this duty it requires him to be as considerate as circumstances will permit. No amount of force is too great in making an arrest if it is necessary to overcome an obstinate and dangerous resistance, no measure of severity is justified where there is no attempt to escape. The use of handcuffs without good reason is an unnecessary and unjustifiable indignity. On the other hand the officer must remember that he is responsible for his prisoner and required to do what is necessary to secure him. The officer must use his own discretion, and if he does his duty in a consistent and careful manner he will be justified. While the officer is required to be as considerate in making an arrest as the circumstances will permit, he must always remember that he is the representative of the law to whose demands he must submit. The officer is charged with the duty and armed with the power to compel submission.

115. A police officer should bear in mind that frequently a police warning to persons guilty of minor offenses will be sufficient, and arrest in such cases should not be made unless the violations are wilful and repeated.

116. A police officer should not use a firearm except in extreme cases, such as in the actual defense of his own or another's life or when attacked with deadly weapons, or in the actual pursuit of escaping persons charged with a grave High Misdemeanor, and even in such cases, the officer is not justified in using his weapon until all other methods of effecting an arrest are exhausted. A

police officer should not fire upon a person who is called to halt upon mere suspicion and who, without making any resistance, simply runs away to avoid arrest. Neither should the officer shoot at a person who is running away to avoid arrest for a trivial offense. It should be borne in mind that there is danger of injuring innocent persons when firing a weapon and police officers are admonished to use always the utmost caution in such cases.

117. All persons arrested by members of the Department shall be taken to the Stations in the Precincts in which the arrest occurs, unless it is impracticable to do so, in which case prisoners may be taken to any other Precinct Station. In cases concerning the Detective Division arrested persons shall be taken directly to Police Headquarters.

118. In the case of Traffic Law offenders, who have been summoned and fail to appear as directed, warrants for their arrest will be procured.

119. Police officers when serving warrants, making arrests on their own initiative, or when ordered to make arrests, must not apologize by stating that they are sorry that they have to take such action, or have been ordered by Superior Officers to do so, or any words tending toward apology.

120. Each member of the Department is responsible for the humane treatment and safekeeping of a prisoner in his custody, or one detained in a building or part thereof over which he has supervision.

121. A person in charge of the operation of a mechanical apparatus with,

if left unguarded, might result in injury to persons or damage to property, shall not, if arrested, be removed until such mechanical apparatus has been safeguarded beyond such possibility.

122. No child under restraint who is actually or apparently under the age of eighteen years, shall be placed in any prison or place of confinement or in any vehicle for transportation, in company with adults charged or convicted of crime.

123. An unconscious or seriously injured prisoner shall not be taken to a Precinct Station. An ambulance or automobile patrol shall be summoned and such prisoner removed to the nearest hospital. The arresting officer shall search the prisoner, if a male, in the presence of witnesses and take all property from him as required by these Rules. If a female, the search of such prisoner shall be left to the hospital authorities and any property in her possession which is unlawfully carried, or which is required as evidence, or which is lawfully carried but is dangerous to life or would facilitate escape, shall be obtained by the arresting officer and delivered to the Desk Lieutenant. An itemized receipt shall be given to the hospital authorities for all property received from them.

124. An arresting officer shall assist in lodging his prisoner in a cell.

125. An officer is justified in using his night-stick only in self-defense, to prevent a serious crime about to be committed, and to prevent the escape of a prisoner. But where the amount of force used by the officer is more than the occasion requires, it is not justifiable; nor can an officer justify striking with his

club a prisoner who merely holds back and does not otherwise resist or endeavor to escape, nor is the use of abusive language by a prisoner justification for an assault upon him by an officer having him in custody, and although an officer may act in self defense, he has no right to retaliate with excessive force.

126 Warrants from any County in the State of New Jersey, other than Essex, must be endorsed by a Magistrate or Judge of the Essex County Courts, for service with a Essex County Court. The arrested person must then be brought before the Magistrate or Judge who endorsed such Warrant, or some other Magistrate or Judge of Essex County where the arrested person may furnish bail for his or her appearance at the next session of The County Courts to be held in and for the County where the offense was committed. If the arrested person is not able to furnish such bail, he or she shall be turned over to the representative of the City or County from which the warrant emanated. Failure of any member of the Department to follow out his duty imposed upon him by the statute, makes such member liable to an indictment for an assault and false imprisonment although no actual violence was used. All warrants of this nature shall be submitted to the Commanding Officer who shall see that the proper endorsements are made thereon.

127 Members of the Department shall appear in court against any person whom they may arrest, and will be held responsible for the production of all evidence, whether property or statements, in the courts when the prisoner is arraigned. In the event that the prisoner is ar-

raigned by officers other than the arresting officer it shall be the duty of the arraigning officer to notify the arresting officer of the date of arraignment.

128 When an arrest is made and the prisoner conveyed to a Precinct Station, persons not connected with the Department are not to be admitted or allowed to remain in the Precinct Station (except complainant and witnesses) until after the prisoner has been placed in a cell, or detention room. If necessary, the doors shall be guarded.

129 When arrests are made by warrant, the arresting officer shall notify the complainant of the date, court and time defendant will be arraigned.

130 In all cases where a member of the United States Army, Navy or Marine Corps is arrested on a charge of Desertion from the service, the Desk Officer shall notify, or cause to be notified, the Command to which the arrested person is attached, and detain the person until called for by a representative of the unit of which he is a member.

131 When arrests are made of any omnibus driver or motorman while he is in charge of an omnibus or street car, away from the depot to which they belong, members of the Department shall accompany the prisoner by the usual route of omnibus or street car to such depot previous to taking him to Police Headquarters or a Precinct Station.

132 When necessary to charge with a crime or offense a person responsible for delivery of United States Mail, members of the Department shall, in cases less than High Misdemeanor, cause the issuance of a summons to such person through the proper court. In cases of High Misdemeanor,

meanor, the arresting officer shall notify the superior of such person in the United States Mail Service, and request such superior to designate a person immediately to take charge of the mail. The arresting officer shall then, before taking the offender to the Precinct Station, accompany him upon the route to the point of turning over the Mail, or, if necessary to the end of the route, but in no case outside the State.

133. Members of the Department in civilian attire when making an arrest, shall identify themselves by showing their shield and at the same time announce that they are Police Officers.

134. In making arrests of persons suspected of carrying concealed weapons a search should be made immediately.

135. No member of the Department shall arrest or assist in making arrest, on a United States Court Warrant, except when called upon by a United States Marshal or one of his deputies for assistance.

136. Members should always bear in mind when transporting prisoners they should compel prisoners to sit well forward in the automobile patrol, members in charge of such shall not sit near the extreme rear of the vehicle, but in the compartment provided for Officers.

137. In effecting an arrest and when it is necessary to use the billy or nightstick, experience has shown that a prisoner should not be struck on the head, but only upon that part of the person where the least injury might be caused, but with sufficient force to subdue the prisoner. The application of this item methods in subduing an unruly prisoner is effective.

138. Whenever a member of the Department makes an arrest, or at any time has in his personal custody a prisoner not confined in a cell or detention room, he shall hold such prisoner in a manner to prevent the prisoner from injuring him or effecting his escape. He shall always keep him in sight and under no circumstances permit a prisoner to go behind him. If a prisoner escapes because of negligence on the part of such member it will be deemed gross neglect of duty. A prisoner shall, under no circumstances be left in the custody of any civilian, except when absolutely necessary in an emergency.

139. When a prisoner is unable to walk, or is in a condition that is offensive to public decency, or when the distance is considerable, an automobile patrol shall be called to convey the prisoner to the Precinct Station.

ASSISTANCE OF CITIZENS

140. Courtesy and civility toward the public are demanded of all members of the Department and any conduct to the contrary will not be tolerated. Members, in their conduct and deportment, shall be quiet, civil and orderly and shall at all times be attentive and zealous in the discharge of their duties, controlling their tempers and exercising the utmost patience and discretion. They must at all times refrain from using coarse, violent, profane or insolent language, but, when required, must act with firmness and sufficient energy to perform their duties. They shall be respectful and courteous to all persons sending information, answering and assisting them as much as possible. Members should be

quick to help the aged and infirm, the blind and persons injured or suddenly taken ill and temporarily unable to care for themselves. They should be watchful of young children at all times, but especially before and after school hours, kindly warning them of the danger of playing in the busy streets or dangerous places.

141. Persons found on the streets or in public places in an unconscious condition, or sick or injured, unless such be of a minor character, should be immediately sent to the nearest hospital, if the case be an apparently serious one requiring prompt attention, the person should be taken to the nearest available physician, or such physician should be summoned. Members of the Department shall obtain the name, age and residence, or if unknown, a full description of the person sick or injured and a statement of attendant circumstances. If injured on the street, or any public place under the jurisdiction of the City, they shall carefully note the contributory conditions, if any, such as broken pavements, excavations, street lights not burning, snow and ice on sidewalks, etc. They shall promptly submit written report in all such cases.

142. The Commanding Officer of the Precinct in which any sick or injured persons are found who have been taken to a hospital shall cause every possible effort to be made to locate relatives or friends of such persons and notify them of the circumstances.

143. In cases of drowning, members should make every effort to effect a rescue. Word of the case should be sent to the Precinct immediately so that the Emergency Division, an ambulance, or

if one is not available, an automobile patrol may be dispatched to the scene. Meanwhile First Aid treatment should be rendered while awaiting assistance. If a physician is available, he should be summoned in all such cases.

144. Insane or demented persons found on the streets should be taken into custody and sent to the Precinct Station, unless relatives or friends capable of properly caring for them are within easy reach. In private cases, members should not interfere, unless physical assistance is actually needed, and in any such case shall make report to the Precinct Station.

145. Lost or missing persons should be taken to their homes--if on post, adjoining post, or nearby--if not, they should be taken to the Precinct Station. Children under eighteen years of age, however, should not be placed in an automobile patrol, except in emergency due to illness or injury. Whenever it is necessary to take persons to their homes, members shall as soon as possible thereafter communicate the facts to their Precinct Station, and upon reporting in from duty shall make a written report of the case, giving time, names and addresses of witnesses and such additional information as may be needed in properly making record of the case.

Members are quite different from those to

146. Whenever action by a member of the Department is required concerning a child or juvenile, such member will take the necessary action as required by the Laws of the State or Ordinances of the City concerning the same, and all reports pertaining thereto shall be forwarded to the proper authorities.

ATHLETIC INSTRUCTOR

147. The Athletic Instructor shall aid, encourage and rigidly supervise all athletic activities of members using the gymnasium at the Academy and he shall be obeyed and respected by all such members.

148. He shall be under the immediate command of and submit all reports to, the Commanding Officer of the Academy. He shall have such hours of duty as may be prescribed by the Commanding Officer of the Academy, subject to the approval of the Chief of Police.

149. He shall prevent improper use of the various physical training apparatus and other articles of equipment in the Academy Gymnasium and shall insist that members of the Department exercise care in their use and handling. He shall frequently inspect all such apparatus and equipment, oiling and adjusting same as may be required, and see that all are in their proper places, reporting to the Commanding Officer of the Academy any damage or needed repairs.

150. He shall aid the Department Surgeons during examination of members prior to their being permitted to use the facilities of the gymnasium and shall rigidly follow the Surgeon's instructions as to the kind and duration of exercises each member is allowed to indulge, promptly stopping any member from exerting himself beyond degree prescribed and reporting to the Chief Surgeon, through the Commanding Officer of the Academy, any member so doing. He shall prevent any member of the Department from using the facilities of the gymnasium, unless member has obtained

written authorization (on form provided) from the examining surgeon.

151. He shall aid and advise all members in his charge in the correct use of weight reducing and massage machines, therapeutic lamps and heat cabinets, and shall insist upon strict compliance with instructions given. He shall be responsible for the cleanliness and sanitary condition of the Shower Room and all its appurtenances and shall take all precautions to prevent infection of members using same, permitting no member with "athlete's foot" or other infectious skin disease to use the Shower Room.

152. He shall be an accredited First-Aider in accordance with the standards of the American Red Cross, and shall frequently as need be, attend the courses in First Aid conducted at the Academy to insure his continued skill and knowledge in the subject. He shall be responsible for the sufficiency of First Aid materials available in the gymnasium and for their prudent use, making requisition for needed material, through the Commanding Officer of the Academy in such time and in such quantities as to insure against shortage of any essential article at any time.

153. He shall keep accurate record, on form provided, of each member using the gymnasium or any of its facilities or apparatus and shall require all such members to correctly execute forms provided showing facilities and apparatus used by them, with weight gain or loss and other required information, and he shall, in addition, make monthly and yearly recapitulations of same, which shall be forwarded through the Commanding Officer of the Academy, to the Chief of

Police, for publication in the annual report of the Department.

BAIL.

154. A person charged with an offense which may be tried before a magistrate, may be admitted to bail by the Chief of Police or other Police Officer in charge, in the absence of the magistrate and his clerk. The Officer accepting the bail is authorized to take recognition of bail with surety or sureties in such reasonable sum as he may deem fit. (R.S. 2-219-20, Laws 1937.)

155. When bail is accepted the Officer accepting bail will so note on the back of the Arrest Card, using the stamp provided for such purposes and forward the bail with the Arrest Card to the Court having jurisdiction, at its next regular sitting.

156. Under no circumstances shall an intoxicated prisoner be admitted to bail or parole.

CHAUFFEURS

157. Chauffeurs shall cooperate with one another, bearing in mind that they are policemen responsible for the performance of all police duty and subject to all the Rules, Regulations, Procedure and Orders applicable to them as members of the Department; they shall cheerfully respond and give such physical assistance as may be required in arrest or emergency when so requested, or it is obvious that such physical assistance is, or may be necessary.

158. Each chauffeur shall wash and clean at least once a week, the Depart-

ment Motor Vehicle which he is assigned to operate, and when more than one chauffeur is assigned to a vehicle each must take his turn doing this work. Thorough washing and cleaning of vehicles means the same attention to parts which are not visible without inspection, as to the parts which are readily seen. If necessary, vehicles will be taken out of service to permit this work to be done properly and in such cases Desk Assistants will arrange among themselves for other vehicles to respond to calls so that the business of the Department is not interrupted. In stormy weather, the running gear underneath mud guards, etc., should be cleaned immediately with a slow stream of water so that the mud and other accumulations are not permitted to dry and harden thereon. This rule also applies to the extra vehicle when in service in any Precinct or other Department garage, which shall be given the same attention as the vehicles regularly in use.

159. When only one chauffeur is assigned to a Department automobile, such chauffeur shall be entirely responsible for keeping such automobile clean, and in good running order; greasing, oiling and making all minor repairs and adjustments. Whenever in doubt as to needed repairs he will report to his Commanding Officer the condition giving trouble.

160. When two chauffeurs are assigned to an automobile, their duties in this respect will be as follows:

No. 1. Clean engine and all parts thereof or connected therewith under the hood, clean spark plugs, fill all grease cups under the hood and turn

same down daily, lubricate fan bearings, generator, starter and steering column; clean and fill grease cups under the floor boards and lubricate wherever oil is required.

No. 2. Lubricate clutch, grease universal joint at least every two weeks, fill all grease cups, including those on springs and spindle bolts, keep proper amount of grease in rear end and hub caps and, in general, be responsible for the proper lubrication of automobile whenever needed or required, except those parts as are in charge of Chauffeur No. 1.

Whenever three chauffeurs are assigned to an automobile, their duties shall be as follows:

No. 1. Clean engine and all parts thereof, or connected therewith under the hood, including spark plugs, fill all grease cups under the hood and turn same down daily, lubricate fan bearings, rocker arms, generator and steering column.

No. 2. Properly clean and lubricate all parts under floor boards, keep grease cups filled and turned down daily, lubricate clutch, starter, etc.

No. 3. Fill universal joint with grease at least every two weeks, keep all grease cups under automobile and on side (springs, spindle bolts, etc.) filled with grease and turn same down daily, keep grease in rear end hub caps, etc.

CHEMICO-TECHNICAL AND BALLISTICS LABORATORY

161. The Laboratory shall consist of a Chemist, Firearms Technician and such assistants and clerical force as may

be assigned thereto by the Director of Public Safety.

162. The offices of the Laboratory shall be located in the Department Academy and the hours of duty of the personnel shall be fixed by the Commanding Officer of the Academy subject to the approval of the Director of Public Safety.

163. The Chemist shall make or cause to be made analysis of such objects, materials, explosives, or other substances or things, as may be sent him by the proper authorities in accordance with official orders and shall report his findings, through official channels, to the Chief of Police.

164. The Technician in charge of the Ballistics Laboratory shall make examination of such objects, materials or specimens of firearms, ammunition and related subjects in the field of Forensic Ballistics, as may be sent him by the proper authorities in accordance with official orders, and in addition, where required, conduct tests and prepare photomicrographs of specimens submitted to him and report his findings, through official channels, to the Chief of Police.

165. Articles, objects, or specimens of whatever nature, submitted for test, examination or analysis to the Chemico-Technical or Ballistics Laboratories shall be properly marked or labeled for identification and accompanied by a requisition stating the nature of work required.

166. The Chemist and Firearms Technician shall make requisition, through the Commanding Officer of the Department Academy, for all materials and

equipment necessary for the operation of their respective laboratories.

167 The Department Chemist shall make analyses of such fuels, lubricants and other materials purchased by the Department of Public Safety and the Bureau of Central Purchase as may be submitted to him by proper authority in accordance with official orders and make report, based on accepted standards or purity, of his findings.

168 The Department Firearms Technician shall make such tests and examination of firearms, ammunition and related materials purchased by the Department of Public Safety and the Bureau of Central Purchase, as may be submitted to him by proper authority in accordance with official orders and make report, based on accepted standards of safety and dependability, of his findings.

169 The Department Chemist and Firearms Technician, in their respective fields, shall be prepared to give testimony in court on any subject of which they have cognizance, whenever such may be required, and to this end shall at all times cooperate to the fullest extent possible in the preparation of exhibits for use in court.

CHIEF CLERK

170 The Chief Clerk shall be charged with the care and custody of all books, papers, documents and records pertaining to the office of the Police Department and shall be accountable to the Administrative Clerk of the Department of Public Safety and to the Director of Public Safety for their safe and orderly keeping. He shall keep the following records;

1. Of all official actions taken by the Di-

- rector of Public Safety or the Board of Public Safety in the trial of any member of the Department for violation of Rules, Regulations or Orders.
2. Of the name, age, number, assignment, birthplace and former occupation of each member, together with the date of his or her appointment, transfer or promotion and of any subsequent severance from or renewal with the Department, and all the facts which affect the member's tenure of office.
3. Of time lost by any member on account of sickness, injury, or other cause.
4. Of the salary of each member.
5. Of monthly expenditures and cost of maintenance of the Department.

171 He shall receive all checks for the payment of salaries of the members of the Department, turning them over to the several Commanding Officers for distribution and obtain receipts therefor.

172 He shall have supervision of the clerks assigned to his office and report to the Administrative Clerk of the Department of Public Safety any neglect of duty or improper conduct on their part.

173 He shall furnish a bond approved by the Director of Public Safety for the faithful performance of his duties, and he shall also require the Property Custodian to furnish a similar bond.

174 He shall have supervision of all Department supplies and their storage and shall cause to be kept complete and accurate record of all stolen and lost property or other articles of whatever description entrusted to the Property Custodian; cause all such property required as evidence to be safely kept and to be presented in court at the specified time.

175. He shall be under the supervision of and perform such other duties as may be delegated to him by the Administrative Clerk of the Department of Public Safety or the Director of Public Safety

CHIEF SURGEON

176. All applicants for appointment to the Department shall be medically examined by the Chief Surgeon or his Assistants, who shall report as to their fitness.

177. The Chief Surgeon shall keep in his office complete records in each case of sickness or injury of any member of the Department, and such reports shall be a detailed history of the case from the time it is first reported until the member has returned to duty, or the case otherwise properly disposed of. These records shall only be made available for examination by permission of the Chief of Police.

178. He shall file or cause to be filed in his office Departmental forms showing the return to duty of sick or injured members and it shall be his duty to require that such forms be forwarded promptly.

179. He shall make a special report to the Chief of Police in the case of any member of the Department who has continued on sick leave for a period of three months and whose disability is of a permanent nature or where the prognosis for recovery is poor. He shall report the case of any member of the Department frequently or habitually on sick leave.

180. Members of the Department having contagious diseases in their homes

shall be referred to the Chief Surgeon, and he will have jurisdiction over the member of the Department involved until the termination of the case, in conformity with the Department of Health regulations.

181. He shall submit monthly reports, on forms provided, to the Chief of Police, of all police cases reported to his office, and an annual recapitulation of all business transacted.

182. A Police Surgeon having under his care a member of the Department seriously ill, shall ascertain whether or not the services of a Department Chaplain are desired. If the Chaplain's services are required, the Surgeon shall notify the Telephone Operator at Police Headquarters to call a Chaplain of the religious faith preferred by such member.

183. He shall report in writing to the Chief of Police the death of any member of the Department.

CORRESPONDENCE

184. Any written communication containing matter relating to the official business of the Department or to a member thereof, shall be an official communication. It shall be promptly forwarded to its addressed destination through proper channels, unless otherwise directed by competent authority.

185. All communications and reports shall be made upon forms provided especially for that purpose, or, in cases for which no specific forms are provided, upon Precinct or Bureau stationery. All such communications and reports shall, when practicable, be forwarded flat or loosely rolled, without crease or fold.

186. Members when forwarding communications or reports requiring their signatures shall affix their names in full with pen and ink. The middle name shall be represented by the initial. A Communication shall be written with pen and ink or typed and as far as practicable shall deal with only one subject. Communications from Superior Officers shall be typewritten whenever practicable.

187. When reference is made in the body of a communication to a member of the Department his rank or title, his first name in full, middle initials, surname and command to which assigned, shall be given.

188. All official communications sent out by the Department, unless otherwise ordered, will be signed by the Chief of Police or by an official duly authorized to sign the name of the Chief of Police. Whenever a properly authorized official signs the name of the Chief of Police to an official communication he shall also affix his initials immediately below such signature. The sending of official circulars of any description to other cities, departments or institutions must have the approval of the Commanding Officer of the Detective Division.

189. All typewritten outgoing official communications shall bear, in the lower left hand corner, the full initials of the persons dictating and the stenographer typing such communications.

190. Rubber stamps shall under no circumstances be used to sign official communications, except that the stamp of the signature of the Police Commissioner or the Chief of Police may be used by their aides or stenographers on copies of orders and notices.

191. All communications or official papers received and required to be kept in any branch of the Department shall be carefully preserved, filed and indexed. Copies shall be made of all official communications sent from the Department.

192. Communications forwarded to Precincts or Bureaus for action and reports from the offices of the Police Commissioner, Chief of Police, Deputy Chiefs or Inspectors, shall be returned to Headquarters within a period of five days from date of receipt thereof (except where it is manifestly impracticable to do so) together with a report of any actions that may have been taken by members of such Precincts or Bureaus relative thereto.

193. Outstanding clerical and grammatical errors and inaccuracies in names and addresses in communications and reports shall be carefully avoided. All Superior Officers signing communications and reports containing such error shall be held responsible for the same.

194. Official Departmental correspondence shall be plain and concise; statements shall be made in such terms that they cannot be misunderstood. Each paragraph will deal with only one phase of the General Subject. Introductory or explanatory paragraphs will be avoided. Names especially shall be correctly spelled.

195. In a communication or order, when a member is mentioned by name, his grade or rank shall precede the name. The Precinct, Bureau, or unit shall follow the name.

196. Members of every rank shall always sign their full name, rank, number and Precinct, Division, or Unit when at-

teaching their signatures to reports, complaints or official documents of any kind. The signature in full of members of the Department must be written legibly and followed on the line below by their rank and number.

197. All communications of any nature whatsoever must pass through the office of the Intermediate Commanding Officer, except where specially provided otherwise. In case of pressing necessity in which there is not sufficient time for regular communications the necessity must be stated and copies forwarded through the regular channels.

198. Members are authorized to communicate with the Director of Public Safety concerning any matter and disclose to him any information obtained while on active duty or otherwise. Nothing contained in the Rules and Regulations shall be construed to prevent or abridge this permission conferred upon all members of the Department and no member shall attempt to prevent or discourage any such communication.

199. Communications, except orders, circulars and stated reports and returns, shall be filed in the order of their numbers, if withdrawn, a slip shall be left in their place indicating when and by whom withdrawn, if withdrawn permanently this fact and explanation is to be noted on the index cards.

200. Members are forbidden to answer communications from outside the Department with reference to the working of the Department, arrests made, records of criminals, missing persons or property, applications for assistance, etc. All such communications shall be referred to their Commanding Officer.

CO-OPERATION

201. Co-operation of the highest degree in conducting the business and affairs of the Department shall be required of members at all times. Failure on the part of members to promptly and fully co-operate and all instances of evasion of responsibility or delay of a necessary action or the countenancing of animosity, rivalry or jealousy between members or units where such may interfere with the efficiency, or be subversive to the morals of any unit, will be deemed to be in violation of this Rule and offending members charged accordingly.

202. Members shall treat their Superior Officers with respect, and, in their demeanor toward their associates in the Department, shall be courteous and considerate. They shall not under any circumstances, or in any manner whatsoever, speak critically or derogatorily to other members of the Department or to any person outside the Department regarding the orders or instructions issued by Superior Officers.

203. Members shall not engage in political or religious discussions to the detriment of discipline and will not speak slightly of the nationality, color race or creed of any person. Deliberations or discussions among members censuring other members of the Department, and all publications of a personal nature relating to official transactions within the Department are prohibited.

204. Precinct Officers shall promptly report to Headquarters every case coming to their attention requiring the services of Detectives; but this shall in no way relieve them of the responsibility

for prompt attention to every such case in their respective Precincts.

205. Members, except as otherwise provided, shall communicate promptly to the Commanding Officer of the Precinct in which the same may occur, all crimes, suicides, attempted suicides, fires, accidents and all important happenings. Complaints and information of which the Department takes cognizance, which may come to their attention. Any member withholding information of police value with a view to personal achievement or for any other reason shall be subject to charges.

206. Members shall not withhold knowledge of an impending crime, but shall communicate such information to Headquarters, direct or through their respective Precinct Stations at once. This shall not be construed as meaning that members should defer proper police action if such would tend to defeat the ends of justice.

207. Members are required to discharge their duties with coolness and firmness and in time of extreme peril they should act together and assist and protect each other in the restoration of peace and order. Whoever shrinks from danger or responsibility will be deemed guilty of cowardice and gross neglect of duty, and unworthy of membership in the Department.

208. All members are equally responsible with members of the Traffic Division for the enforcement of Traffic Laws and Ordinances. The special delegation of the enforcement of certain laws and ordinances to particular Divisions of the Department does not relieve members of other Divisions from the responsibility

ty of taking prompt and proper police action relative to violations of any laws or ordinances observed by them or coming to their attention and of which the Department takes cognizance.

209. It shall be the duty of every member to master thoroughly the subject of First-Aid to the injured, as taught in the Police Academy in order that they may be prepared to apply the same promptly and correctly in any emergency case which may come to their attention.

DEATHS BY CRIMINAL VIOLENCE, CASUALTY OF SUICIDE

210. In all cases where a dead or supposedly dead human body is found in any public street, highway, alley or other public place or building or in any private place under circumstances indicating that a crime may have been committed, the member of the Department first having knowledge of such shall immediately notify the Desk Lieutenant on duty in the Precinct in which such body is found. A member of the Detective Division in any such case shall at once notify the Commanding Officer of the Detective Division. The Desk Lieutenant on duty in the Precinct receiving such information shall immediately inform the Commanding Officer of the Detective Division of the facts, and in addition shall notify the Bureau of Criminal Identification and Records and send an ambulance or automobile patrol to the scene, if same have not already been dispatched. The Commanding Officer of the Detective Division receiving any such notification will assign Detectives to in-

investigate, and where there are suspicious circumstances indicating that a crime may have been committed, he shall notify the Chief Medical Examiner and the Prosecutor's Office. This rule shall in no way relieve the Officer in charge of the Desk of the duty of making all proper notifications in all such cases.

211. A member finding such body shall not endanger the working of the case by delay, but should enlist the aid of citizens, if necessary, to report same. He shall at once make a superficial examination of the body. He shall never assume that such body is actually dead, except when it is positively obvious to him, as where the same is decapitated, the trunk mangled and severed, or the body is partially destroyed by burning or decomposition, and in the absence of a known physician at the scene to make examination of such body, the member shall apply first aid if it appears necessary and is practicable, until the ambulance or automobile patrol arrives. In no case shall any member of the Department, except the Department Surgeon or one of his assistants decide or judge whether or not such body is dead, such must be decided in every instance by the Chief Medical Examiner, one of his assistants or some other known physician. In cases where such body is not at once pronounced dead by a physician, the body shall be promptly taken to the nearest hospital, unless it is positively obvious that the body is dead as hereinbefore described.

212. Members of the Department at the scene of the finding of a dead human body where a homicide is suspected shall at once make a thorough investigation.

They shall note the location of the body with reference to highways, streets, alleys, sidewalks, buildings and other important points or surrounding objects, taking and recording accurate measurements of distances. The direction in which the body is lying and the position of the arms and legs, head and trunk should be noted. The clothing head covering and footwear on the body should be observed, its arrangement or disarrangement, whether wet or dry, clean or soiled, the presence of visible spots, the color of the various pieces of apparel, the material and its pattern, and the name of the maker if any, as far as a superficial examination may reveal. All wounds, injuries, scars, dirt, blood and distinctive marks of identification shall be noted as well as the condition of the eyes and mouth as to being opened or closed, clean or dirty, the expression on the face, and the condition of the hands, whether clean, dirty or stained. Members shall also note the presence or absence of any weapon, bullet, cartridge, poison or any other thing which might indicate the cause of death, and if present, its location with relation to the body. Also they shall note the position and condition of furniture and other articles, if any, and prevent their removal, noting if there are any signs or indications of a struggle, and shall be extremely careful to preserve all papers and letters and everything which may have any bearing on the case, and they shall make a minute examination of doors, windows, floors, carpets, walls and contents of stoves and furnaces, and other places for the purpose of discovering information which may be required as evidence. They

shall observe any impression of automobile tires, footprints, fingerprints and other impressions of bodies or articles which may be important in the case, and shall cover and preserve the same for proper utilization. In case of poisoning jars, pots, bottles, and other containers, as well as all edibles should be preserved. Under no circumstances shall members alter the position of the body, or touch or disturb any article on or near the body or any bags, cartridges or empty shells, or other articles which may be helpful in bringing about a solution of the crime, or permit any other person to do so except in obedience to the orders of a Superior Officer, or under the direction of the Chief Medical Examiner or his assistant. Members shall exercise extreme care in the handling and marking of weapons and other articles of evidence, bear in mind that cases of homicide are frequently solved through fingerprints, and the characteristics of firearms. Slugs or bullets should be marked for identification on the base or nose, preferably on the base, and never on the cylindrical surface. Cartridges and empty shells should be marked on the cylindrical surface and never on the base—preferably just inside muzzle. Particular care should be exercised in the handling of revolvers, pistols or rifles to prevent grit or dirt from getting into the barrel or actuating mechanism which would have a tendency to change the characteristics of test bullets or cartridge cases. All firearms must be handled carefully, so as not to dislodge burnt powder or alter position of cylinder or magazine, and preserve them in the same condition as when

found; for example, blood should not be removed from a knife, nor rust from a firearm. All such weapons and each individual cartridge, shell, slug or bullet shall be marked by the member in a similar manner.

213. Members shall make note of the name, age, address, occupation and nationality of the deceased where such can be learned, and note the names and addresses of all witnesses of the death, all persons identifying the body, all persons present upon member's arrival and all persons who may be helpful in bringing about a solution of the crime, shall be detained for interrogation. Members will carefully note in their memorandum books all information in detail revealed by their investigation so that they may make an intelligent and accurate report of the case. When more than one member takes part in an investigation at the scene of a homicide, every important discovery of evidence by one should be communicated to the other investigators so that they may participate in the discovery and be able to give the same testimony as the original discoverer. Whenever a member of the Department finds a dead or supposedly dead human body, in or at any place hereinbefore described, he shall preserve the scene unchanged as nearly as possible, and prevent all interference with the body or its surroundings until the case is fully investigated and permission for the removal of the body is given by the Chief Medical Examiner or his assistant. Where it is necessary for a physician or an ambulance surgeon to examine a body, members of the Department shall caution such physician or surgeon not to destroy evidence of crime.

214. The procedure to be followed in cases where any person shall have died of criminal violence, casualty or suicide, or in any suspicious or unusual manner shall be in accordance with Chapter 106, P.L. 1927, entitled "An Act concerning Chief Medical Examiners, Coroners and County Morgue Keeper, defining their powers and duties and regulating the keeping and use of their records". Any member wilfully violating Section 9 of this chapter (R.S. 40:21 et seq.) is, according to law, guilty of a Misdemeanor.

215. The member of the Department in immediate charge at the scene of the finding of a dead human body shall extend to the Chief Medical Examiner or his assistant, as well as the Detectives of the Prosecutor's Office, the fullest cooperation with a view to effecting a speedy identification of the body, and the prompt notification of relatives and friends of the deceased, also make known to them the discovery of all evidence and possible clues, as well as the names and addresses of all witnesses.

216. In cases of sudden deaths, deaths from violence, or deaths of persons who have received no medical aid, the Chief Medical Examiner's Office shall be notified, informing the person in charge of the known facts. Permission of the Chief Medical Examiner or his assistant is required before a body may be removed to, or from a funeral parlor.

217. All unidentified bodies shall be sent to a designated funeral parlor at the direction of the Chief Medical Examiner or his assistant.

218. Remains found in waters will be brought to shore, to await the arrival of the Chief Medical Examiner or his as-

stant or their orders to remove the remains to a designated funeral parlor.

219. No fingerprints shall be taken of any dead human body, prior to autopsy, without the consent of the Chief Medical Examiner or his assistant.

220. In all cases where persons have been killed, or seriously injured, and are likely to die, and if the accident is caused by a motor vehicle, a qualified member of the Department shall examine and test the mechanism of the motor vehicle concerned. The member making such examination and test shall attend court when the prisoner is arraigned.

DEPARTMENTAL RECORDS

221. The respective Commanding Officers of Precincts and the designated heads of Divisions or other units of the Department shall be responsible for the proper and accurate keeping of all books, records, reports, documents and files of any kind pertaining to the work of the Department. Entries in such shall be in a clear, neat and legible hand and shall be kept in a uniform, businesslike and orderly manner, subject to proper inspection. Erasures or alterations in records are prohibited. Should a correction be necessary, a red ink line shall be drawn through the original entry and the correction made underneath or in the margin and the person making the correction shall initial same in ink.

222. The official blotter of a command shall contain a chronological record of the movements of the members of the Department assigned to the command and a record of all police business affecting the command or any member

thereof, and shall also contain much other entries as may be required by the Rules, Regulations or Official Orders of the Department.

223. Repetition will be avoided. When a matter is covered in detail in one record and it is necessary that notice concerning it should appear in the blotter, reference only to the related record shall be made in the blotter.

224. No person shall have access to the Department records except Commanding Officers and members of the Department in charge thereof or at work thereon, or other properly authorized persons. No member shall give or make a transcript from Department records, nor permit any such record to be removed from any Department building or office except by competent authority, or under due process of law.

225. It shall be deemed a serious violation of the Rules to permit a blank space or line in a Department record. It is especially important that no blank lines be left in the Desk Blotter.

DYING DECLARATIONS

226. In cases of attempted homicide where it is evident that the injured person may speedily die, a dying declaration should be taken from such person, if possible. A dying declaration is a statement made by the victim of a homicidal assault in expectation of his or her speedy death, referring to the material facts which concern the cause and circumstances of the crime, and indicating the person or persons guilty thereof. It must appear that the person making such statement was aware of his or her approaching death.

227. Whenever possible, a dying declaration should be reduced to writing and taken in question and answer form, signed by the persons making it, and duly witnessed. The attending physician, if any, should be requested to sign the statement. Where there is neither time or opportunity to reduce the statement to writing, the words used are admissible as evidence, and if the officer receiving them cannot remember the exact language, he should state the substance, but it must be sufficiently clear and definite to indicate precisely the meaning and intent of the person making the statement. If the declarant is unable to write, endeavor to have him make his mark instead of his signature.

228. When the member in charge at the scene of a crime, or at a hospital, is informed by a physician that the criminally injured person cannot recover, he shall immediately notify the Commanding Officer of the Detective Division who shall at once dispatch a member of his command, if one is not already present, and a stenographer, to take the statement of such dying person. If circumstances require the Commanding Officer of the Detective Division shall himself take such statement. In the event the condition of the injured person does not permit the arrival of a member of the Detective Division, or a stenographer, the member who is present in charge, shall proceed at once to obtain such dying person's statement in the presence of witnesses.

229. Since a dying declaration must be taken in accordance with the law, the method of taking same should be carefully studied. The three elements of

greatest importance in their order are. 1 That the person making such statement must be of sound mind 2 That the person making such statement believes in the hereafter, and in the existence of a Supreme Being. 3. That the person making such statement believes that he, or she, is about to die having absolute—no hope of recovery Relative to the first element, the declarant must be rational and in possession of his, or her mental faculties, to determine that fact, ask the time of day as indicated by the hands of a watch, or clock, or declarant may be asked if he, or she, recognizes friends who may be present, or to name the day of the week, or distinguish a color, or give his or her name, age and address or similar information. If possible, procure an examination by a physician to confirm the declarant's consciousness and rational mental condition. Relative to the second element, the declarant must believe in the hereafter, and the existence of a Supreme Being. The religious belief of faith is immaterial. A dying declaration obtained from a heathen in a legal manner, who believes in the existence of a Supreme Being and a reward or punishment in the hereafter is admissible. Relative to the third element, the declarant must sense impending death that is, practically immediate death, and have absolutely no hope of recovery. After the injured person has answered the questions in elements two and three in the affirmative, the officer, should proceed with the statement in the presence of witnesses.

230 A dying declaration is admissible only in criminal cases, and then only to show the cause of the death of

the declarant, and by whom, and in what manner the injuries were inflicted. Any declaration a dying person may make relative to another crime is not admissible as evidence.

231 In event the person making a dying declaration survives his, or her injuries, such statement is not admissible as evidence at the trial of the accused.

232 In the event the person accused or suspected of inflicting the injury is in custody, he shall be brought before the dying person for the purpose of identification. This should be done in the presence of witnesses, so that they may be able to testify as to the manner in which the identification was made.

ELECTION DUTIES

233. Desk Lieutenants, before sending Patrolmen to duty at polling places, shall instruct them in the duties required of them, they shall also make proper arrangements for the relief of such patrolmen for meals. Captains and Sergeants will frequently visit the polling places under their charge to insure the proper performance of duty by Patrolmen assigned thereto. Patrolmen shall bear in mind that no person, but a Superior Officer of the Department, can excuse them from duty at a polling place or any other assignment.

234 When members are detailed to duty at polling places on Election Day, they must not engage in political arguments or interfere in any way, unless called upon to perform some police service. It is a member's duty upon such occasions to preserve the peace and see that an unobstructed passage is kept

open to the voting machines, see that all who wish and are entitled to, can have an opportunity to vote, and when anyone votes, or attempts to vote, legally, arrest him or her. All voters in line at the close of the polls must be allowed to vote. Members assigned to duty at the polling places shall station themselves at the end of the line at the time set for the closing of the polls and prevent anyone from entering such line of voters after such time. The law provides that no person or persons shall be permitted to loiter or do any loitering within one hundred feet of either side, or in front of a polling place. The provision must be strictly enforced by members.

235. Members have not the right to eject persons from polling places during the counting of votes. The Judges have full charge of the polling places and possess full authority to maintain order and enforce obedience to their lawful commands during an election and during the counting of votes. If any person shall refuse to obey their lawful commands, or by disorderly conduct in their presence, or hearing, interrupt or disturb their proceedings, they may order the arrest of such person. Members of the Department stationed at polling places are subject to the lawful orders of the Judges of Election.

236. The Judges of Election are the custodians of the voting machines, and should any attempt be made to carry away, damage or destroy the machines during the polling or counting of votes, it will be the duty of all members present to render all assistance in their power to the Judges of Election.

237. At the completion of the casting of votes, it shall be the duty of the members assigned to polling places to take a position alongside of voting machines and see that the members of the election board are not interfered with while the tallying of votes is in progress. Under no circumstances shall members assigned to polling places check, or assist in checking on any tally sheets, except on such sheets as are furnished by the Department for the information of the press.

238. At the completion of the counting of the votes, the Election Officers are required by law to take the records to the office of the City Clerk. It shall be the duty of the members on duty at a polling place to accompany the records to the City Clerk's office by the most direct route, and not stop or enter any place enroute. Where two members are stationed at a polling place only one, except otherwise ordered, need accompany the records to their destination.

239. Members of the Department have the privilege of exercising the right of suffrage to the extent of casting their votes for the candidate or candidates of their choice on Election Day, but they must positively refrain from entering into any political discussions by word, message, writing, or in any other manner, nor shall they endeavor to influence any municipal or other election, or interfere at any election, or make use of their position or influence thereof, except to discharge their official duty.

240. The right of every member to entertain political or partisan opinions and to exercise them freely, when such expressions shall not concern the immedi-

ate discharge of his official duties, and the right of elective franchise will be deemed sacred and inviolate.

241 Members assigned to duty comparing or verifying any election list, shall perform such duty promptly, thoroughly and conscientiously.

242 Members of the Department stationed at polling places will report to their Precinct Stations at noon from the nearest signal box or private telephone, the number of votes cast, naming the Wards and Districts.

243 When stationed at polling places, members shall wear their full uniform at all times and shall refrain from smoking.

244 No person, except the Judge and Officer of Election and voters, shall be permitted to be within the guard rail in the polling places.

FIRES, RIOTS, EMERGENCIES

245 At the scene of a fire, riot or other emergency, the member of the Department first to arrive will be in charge of the police functions connected therewith until the arrival of a member of the Department of higher rank, who shall immediately assume charge. If the latter is from another Precinct, he will be superseded only by an officer of equal or higher rank from the Precinct in which the emergency arises. The member of the Department arriving first on the scene shall as soon as practicable, notify the Commanding Officer of the Precinct in which such fire, riot or other emergency occurs.

246 Members shall clear a space for the deposit of property, safe from flames

and shall assume charge of and safely guard the property taken from buildings during a fire, unless such property be in the possession of its lawful owner. They shall be diligent in preserving order and protecting property from theft or wanton destruction, and shall not permit volunteer or other unauthorized persons to interfere with such property.

247 Members of the Department shall, except when impracticable, whenever their attention is called to a fire by the movement of the fire apparatus or through other means, at once inquire as to the location of the fire, if necessary by communicating with their Precinct Station, and if the fire be in their vicinity, they will promptly proceed to it unless otherwise instructed, and place themselves under the command of the officer in charge, whose duty it shall be to determine how many members shall remain there on duty.

248 After the departure of the Fire Department from the scene of a large fire, the officer in command shall make a police detail to take charge of the buildings damaged by fire, for the purpose of preventing unauthorized persons from entering thereon or removing property or possible evidence, and also to warn the public of any dangers which may exist.

249 A Commanding Officer, upon an alarm of fire, shall, if the same be within his Precinct, make immediate inquiry as to the location and extent of the fire, and shall promptly dispatch to the scene such number of officers and men as may be necessary, and if the fire be serious or threatening, he, himself shall proceed

to scene and assume general supervision of all the members of the Department present.

250. In the event of a large fire, at which crowds of people are assembled, or at which the firemen are hampered in their work, great damage threatened or crimes probable and the available force of the Precinct is inadequate to handle the situation the Commanding Officer shall report conditions to his Superior Officer, who will, in his discretion, order to the scene of the fire. Commanders and Officers of adjoining Precincts and their men as well as such number of detectives as may be required.

251. At a large fire, or other important emergency covering an unusually extensive area, the Officer in charge shall establish headquarters at a convenient and accessible point, in order that he may give general directions and make suitable disposition of all reinforcements arriving from different Precincts. Whenever the Officer in charge is called away from such headquarters he shall assign another Officer to represent him in his absence.

252. It shall be the duty of one of the reservemen to submit a written report of any alarm of fire to which they are dispatched in the automobile patrol. He shall in all cases be particular to ascertain the exact location of its origin, the time of such fire, location of building or buildings, names of owner or owners, occupant or occupants, probable loss, casualties, if any, and such additional information concerning the fire as may be necessary to make proper record of same. If possible, he shall examine the building or buildings carefully for any indication

the fire may have been caused by design. He shall observe and note in his memorandum book the relative position of goods, or other circumstances which may be of service in determining the origin should it become a matter of legal or criminal investigation. Members shall, upon discovery of a fire, turn in an alarm as quickly as possible from the nearest fire alarm box, if the fire appears to be serious, however, and the fire alarm box is located at some distance, they shall send in an alarm by telephone if one be near and accessible. When the fire cannot be seen from the fire alarm box, someone should be stationed there to direct the firemen upon their arrival. After the alarm and the direction of the firemen have been attended to, members shall proceed immediately to the scene of the fire and render such services as may be necessary. If the fire occurs at night in a dwelling house it is the duty of members to first arouse some occupant of the dwelling before sending in the alarm. This may be accomplished by pounding on the doors, or smashing a window, blowing their whistles or any other method which will arouse the occupants, or attract the attention of officers on adjoining posts or pedestrians. After one or more occupants have been aroused, the sending in of the alarm will be attended to by members as hereinbefore described.

253. Upon the arrival of firemen at a fire, members shall yield charge to them, except that they shall aid the firemen in assisting occupants of dwellings to the street if necessary, however, they shall not interfere with firemen in the management and control of the fire.

254. After seeing to the safety of those in the burning and adjoining buildings or dwellings, members shall establish and maintain police lines to insure sufficient space for the firemen to carry on their work without interference, and allow none but fireman and those provided with fire line badges or police cards within the hose. Fire line badges or police cards do not authorize admission to buildings and members will take such badges or cards from persons attempting to use same for that purpose and eject the offenders from the lines. Fire and police Chaplains or physicians summoned in cases of accident excepted.

255. In all cases where a false alarm of fire has been sounded maliciously and with intent, or where there are reasons to believe a fire is of incendiary origin, members shall make every effort to apprehend the person or persons responsible.

256. When the services of members are no longer required at the scene of a fire, the ranking Superior Officer, or in the absence of a Superior Officer, the senior Patrolman present, will assemble such members and march them in military order to the Precinct Station, or send them on post as may be proper under the circumstances.

257. Members should familiarize themselves with the location of every fire alarm box in their Precinct. Failure of members to report for duty at a fire on their own or immediately adjoining post will be deemed neglect of duty and offending member will be charged accordingly.

258. Members of the Department shall admit within the fire lines the fol-

lowing vehicles: Police or Fire Department Vehicles, Ambulances, Vehicles of lighting or transportation company if upon duty connected with the fire, Vehicles of the Building or Water Departments.

259. Members of the Department shall not direct the removal of a sick or injured member of the Fire Department from the scene of a fire, except with the knowledge and consent of a Superior Officer of the Fire Department.

260. In the maintenance of fire lines members of the Department shall exercise care that the rights of persons and property are not interfered with unnecessarily.

261. In the event of a large riot the Department must function as a military body and in conformity with sound tactical methods. Individual members and units of the Department shall operate systematically and collectively under direct command of Superior Officers and with each unit having knowledge of the location and position of all others and, if possible, maintain lines of communications.

262. In case of riot requiring a large detail of men, the first member of the Department present shall immediately notify the Commanding Officer of the Precinct in which the riot occurs, who will, without delay, summon as many men as may be necessary to restore order and preserve peace. If such Commanding Officer has any doubt as to the adequacy of his command to suppress the riot, he shall at once notify his Superior Officer and request reinforcements.

263 Members of the Department shall make every effort to disperse any large and unruly body of persons, who are or may become dangerous to the community. They shall, in making arrests, first take into custody the ring-leaders or principals. They shall exercise great care and firmness on such occasions and shall act fearlessly and in a concerted manner. Physical force must not be resorted to unless absolutely necessary, but if necessary, it should be exercised to a degree required by the circumstances. Members, in suppressing a mob, shall remain together as much as practicable so as to render their united efforts as effectively as possible.

264 On occasions of riot, or other emergency requiring the services of the Department, the roll shall be called before leaving the Precinct Station by the member in charge, and after returning to the Precinct Station, by the Desk Officer, to ascertain which members, if any, are absent.

THE FLAG

265 The Flag of the United States shall be displayed on Police Headquarters, the Police Academy and all Precinct Stations from sunrise to sunset every day throughout the year, weather permitting. Doormen assigned to these buildings shall be charged with carrying out the Procedure in regards to the display of the Flag.

266 The Flag should be hoisted briskly but lowered slowly. When the flag is displayed from a staff projecting horizontally, or at an angle from the window sill, balcony, or front of build-

ing, the Union of the Flag should go clear to the peak of the staff, unless the Flag is at half-staff.

267 When flown at half-staff, the Flag should be hoisted to the peak for an instant and then lowered to the half-staff; but before lowering the Flag for the day it should be first raised again to the peak. By half-staff is meant hauling down the Flag to one-half the distance between the top and bottom of the staff. On Memorial Day, May 30th, the Flag is displayed at half-staff from sunrise until noon and at full-staff from noon until sunset.

268 When used to cover a casket, the Flag should be placed, so that the Union is at the head and over the left shoulder. The Flag should not be lowered into the grave or allowed to touch the ground. The Flag draped casket should be carried foot first.

269 When the Flag is displayed in a manner other than by being flown from a staff, it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the Union should be uppermost to the observer's left.

270 Immediately upon receiving report of the death of a member of the Department the Flag on the Station to which the deceased member was assigned, shall be lowered to half-staff and so flown daily until sunset of the day of the funeral of such deceased member. Except that upon the death of an Inspector, Deputy Chief or Chief, Flags on all Department buildings will be lowered to half-staff, for the specified time.

271 On the death of a member of the Department killed in the discharge of

his or her duty, the Flag shall be at half-staff on the Station to which he or she was attached, for a period of ten days from the day of his or her death. The Flag shall be at half-staff on all Department buildings from sunrise to sunset on the day of the funeral.

FUNERAL ESCORTS

272. Upon the death of an active member of the Department it shall be the duty of such deceased member's Commanding Officer to acquaint himself with the family conditions of the deceased, make arrangements for proper funeral escort and bearers, if members of the family so desire, also learn if the deceased's family desires the services of the Department Band, the date and hour of burial, the Church, if any, where services are to be held and the place of interment and promptly to so notify the Chief of Police through the proper channels. When a death occurs in the immediate family of an active member of the Department the Chief of Police shall be notified by the Commanding Officer of the member in whose family such death occurs.

273. Upon the death of a retired member the Commanding Officer (or a Superior Officer designated by him) of the Precinct in which the residence is located, upon notification or request of the family of the deceased, shall carry out the procedure outlined in the preceding paragraph.

274. Unless otherwise specified escorts at funerals of members of the Department shall consist of the deceased's Commanding Officer, (if retired, Com-

manding Officer of Precinct in which residence is located) one Lieutenant, two Sergeants and eight Patrolmen, together with the necessary pallbearers.

275. Where it is impracticable for the escort to accompany the remains to the cemetery, their duties shall be confined to attendance at the house and at the church, if services are held near the house. They may however accompany the remains such distance enroute to the place of interment as in the judgment of the Commanding Officer may be advisable.

276. The escort will form opposite the residence of the deceased, the center of the escort centered on the entrance of the residence of the deceased whenever conditions will permit. If the Police Band is in attendance same will fall in on the right of the escort. After the formation of the escort all commands until dismissal shall be given by the Commanding Officer of the escort.

277. Prior to the appearance of the coffin the Commanding Officer will give the command "Attention"; following the appearance of the coffin the command "Hand Salute" will be given, this position being held until the coffin is secured in the hearse, where upon the command "Attention" shall be given. Thereafter the formation on the march of the escort will be at the discretion of the Commanding Officer, who will be governed by the conditions that exist on the line of march.

278. The funeral procession is formed in the following order:

1. Police Band
2. Escort.
3. Clergy.
4. Coffin and Pallbearers.

- 5 Director of Public Safety, Deputy Director, Police Commissioner, etc.
- 6 Chief of Police, Deputy Chiefs, Inspectors.
- 7 Mourners.
- 8 Officers of the Police Force in the order of rank.
- 9 Distinguished Persons.
- 10 Delegations.
- 11 Societies.
- 12 Civilians.

279 As the center of the escort arrives at the entrance of the church, the escort will be changed to a 'Company Front' facing the church. As the coffin is removed from the hearse, the command of "Hand Salute" will be given and this position will be maintained by the escort until the disappearance of the coffin inside the church. The Commanding Officer will inform the escort of the specified time for falling in at least five minutes before the church services are over, prior to the command "Fall Out."

280 Upon completion of the church services the same formation and procedure will be carried out by the escort as at the removal of the coffin from the home.

281 The Pallbearers will accompany the funeral to the cemetery, taking caskets if caskets are supplied and will bear the body from the hearse to the grave.

282 Members of the Department assigned to duty at the funeral of a member, or along the route of such funeral, shall assume the position of attention and give the regulation hand salute, as the coffin is being placed or removed from the hearse, or when the hearse passes

him enroute to the cemetery, unless they are actively engaged in the performance of police duty.

GIFTS, GRATUITIES AND REWARDS

283 Members are forbidden to receive or accept a reward, gratuity or present of any kind, directly or indirectly in connection with any official duty or act, without permission from the Director of Public Safety obtained through the Chief of Police. Compensation for damages sustained in the performance of duty shall not be sought or accepted by members without the sanction of the Director of Public Safety obtained through the Chief of Police. This shall not apply to Court Judgments.

284 Members are forbidden to receive or accept presents from other members of the Department, unless permission be granted by the Director of Public Safety. Nor shall any member suggest, solicit, collect or receive a subscription or contribution for any purpose, nor enter a prize contest, unless permission be granted by the Director of Public Safety, in each instance, obtained through the Chief of Police.

285 No member shall allow the use of his name at any fair, festival or exhibition for the purpose of selling tickets, or setting up or promoting a raffle or gift enterprise.

286 Members shall not collect money, or receive anything else from citizens or others for the purpose of making presents to or bestowing testimonies upon other members of the Department.

287 Whenever a reward or gift of any description is proffered to a member it

shall be deposited immediately through proper channels with the Director of Public Safety, together with a report explaining the nature of the services rendered or the circumstances of the gift. The Commanding Officer will state in the endorsement whether the circumstances as set forth are true, together with his recommendation of approval or disapproval. In cases where the services are not considered as meritorious or within the provisions of the Rules and Regulations, the donors may be requested to make their entire donation to the Pension Fund, or withdraw the entire donation.

288. No member shall loan to, borrow from, or accept a gratuity or purchase personal property from any person in custody. Neither shall any member make a charge for any service rendered, except by specific permission of the Director of Public Safety.

JUVENILE OFFENDERS

289. Any boy or girl, under the age of eighteen years, arrested by members of the police division shall be charged and arraigned in accordance with, and as specified in Chapter 77, Laws 1946 (Juvenile Act) pertaining to disposition thereof.

290. Whenever a Juvenile is arrested, or committed to the Parental School, it shall be the duty of the officer in charge of the Desk to immediately notify the parents or guardians of such Juvenile Delinquent, acquainting such parents or guardians with the facts in the case and the location of the Parental School.

291. Juvenile Delinquents, male or female, shall not be confined in a cell or witness room, or other place of confinement, if not paroled in the custody of parents or guardians, they shall as soon as practicable, be transferred to the Parental School, accompanied by Juvenile "commitment", properly executed by the Desk Officer.

292. Juvenile Delinquents shall not be conveyed to, or from the Parental School in an automobile patrol, nor placed in any vehicle in company with adults charged with or convicted of crime.

293. Whenever a Juvenile Delinquent is brought before any Commanding Officer, or in his absence, the officer in charge of the Desk, and in his judgment the offense involved is of a minor nature, and trial in the Juvenile Court unnecessary, such Commanding Officer or Desk Officer may release the offender with a reprimand, but in each instance the parents or guardian of such offender must be present, and the offender released in their custody.

294. When Juveniles are arrested, two arrest cards will be made out (Forms SP 276 and SP 277. Form #276 to be forwarded to the Record Bureau and Form #277 to be forwarded to the Special Service Bureau. All arrests of Juveniles will be entered in the Juvenile Arrest Book.

295. Whenever a juvenile of or over the age of (17), seventeen years who is the holder of a valid license to operate a motor vehicle under the laws of this state or any other state, violates the Motor Vehicle Act, Traffic Laws and Regulations Title 39, of the Revised Statutes or Traffic Ordinances and regulations of the City

of Newark, such violations shall not constitute Juvenile Delinquency. The officer shall issue a summons returnable in the Night Police Court. However, if a Juvenile under the age of (18) eighteen years is found operating a motor vehicle without a valid license, it is still Juvenile Delinquency, and must be handled as such.

MILITARY COURTESY

298 Strict observance of the proprieties of military courtesy applicable to the Department will be required of all members and they shall thoroughly familiarize themselves with and be governed by the instructions here given.

297 The regulation salutes of the Department shall be the same as "Hand Salute" and "Present Saber", prescribed in Training Regulations of the United States Army, the baton and nightstick being substituted for the saber and the term "Present Saber" changed to "Baton Salute".

298 The regulation salutes may be tendered or returned by members of the Department in uniform whether covered or uncovered.

299 The regulation salutes shall not be tendered to or returned by members of the Department in civilian dress, but for the purpose of these rules, members wearing office coats with shield, or with shield and insignia of rank affixed, shall be considered in uniform.

300 The regulation salutes shall be tendered and returned while walking or standing at Attention, although a Superior Officer seated may return the salute of a subordinate without rising; and a subordinate seated, performing a necessary task, need not salute a Superior

Officer passing or in any way acknowledge his presence, unless addressed by such Superior Officer, and in the transaction of Departmental business between Superior Officers and subordinates seated at work, it is not necessary that the latter rise. A mounted member need not dismount to salute a Superior Officer mounted or afoot, but should dismount and tender a salute when about to address, or upon being addressed by a Superior Officer afoot, unless otherwise directed by such Superior Officer. For the purpose of this Rule, chauffeurs and motorcycle officers and occupants of motor patrol cars will be considered mounted.

301 Except at ceremonies, salutes should not be tendered at distances greater than twenty paces, and for the purpose of these Rules the correct saluting distance shall be six paces, unless it is obvious that the person to be saluted will not approach or pass at that distance.

302 Salutes shall not be tendered by members while riding in public conveyances.

303 Salutes between members should be tendered and returned with smartness and precision. Subordinates, and in the case of Superior Officers of equal rank the junior in point of service in the rank shall salute first. Salutes when tendered should be held until the person saluted returns or acknowledges such salute, or until it is obvious no such return or acknowledgment will be made by reason of the fact that the member to whom the salute was tendered failed to observe such salute. A salute once tendered need not be repeated when the person saluted remains in the vicinity.

304 Salutes shall not be tendered or returned with a book, paper, pencil or other object, except baton or nightstick, in the right hand. Any object held in the right hand, except baton or nightstick, should be transferred to the left hand before tendering a salute. When both hands are engaged no salute should be tendered or returned. In such case members should stand or march at Attention and glance toward the person to be saluted in acknowledgment of his presence or of a tendered salute.

305 Members in uniform should not tip their headdress to any person, but offer or acknowledge greeting, in those cases where it is customary to tip the hat in civilian attire, by a slight forward inclination of the head and appropriate oral salutation.

306 Members shall tender regulation salutes to the following individuals, promptly on recognition.

DIGNITARIES OF STATE:

The President and Vice-President of the United States.

Members of the President's Cabinet,
Members of the Senate of the United States.

The President, Premier, or Ruler of any foreign State or Country.

The Governor of the State of New Jersey.

The Governor of any State in the Union on an official visit.

DIGNITARIES OF CHURCH:

Clergy of all Faiths and Denominations.

OFFICIALS

The Director of Public Safety of the City of Newark.

Members of the Board of Commissioners of the City of Newark.

The Police Commissioner.
The Board of Public Safety as a body.

Clergy: Chaplains of the Department.

Members of the Department. (when in uniform) The Chief, Deputy Chiefs, Inspectors, Captains, Lieutenants and Sergeants (Sergeant Stenographer).

307 Regulation salutes shall be tendered when about to come into or withdraw from the presence of, or on the approach of, or when about to address, or upon being addressed by, a person or body entitled to such salutes; during the playing of the National Anthem, at the approach of and during the passing of the National Colors, at the passing of the remains of a Dignitary of State or Church, Official, Chaplain of the Department, Member of the Department of whatever rank, the flag-draped casket of any person; and when in ranks, at the command of the Superior Officer, or member in charge.

308 Whenever the National Colors shall be halted within six paces of any member or body of members, regulation salutes shall be terminated and those members uncovered shall cover, after a lapse of ten seconds.

309 Members in uniform when entering the office of the Director of Public Safety, the office of any member of the Board of Commissioners of the City of Newark, the office of the Police Commissioner, the chambers of the Board of Public Safety during session, if covered,

shall uncover. Members in uniform when entering court, church, the chambers of the Grand Jury, the presence of the dead (except at the scene of a crime), if covered, shall uncover.

310. Members in uniform when meeting or passing a Superior Officer in uniform shall tender the prescribed salute, unless impracticable to do so. Any salute tendered by such subordinate shall be acknowledged by the Superior Officer.

311. Members when entering the presence of a Superior Officer or upon being addressed by him shall assume the position of Attention and remain in that position until orders, instructions or conversation is completed, unless otherwise directed by such Superior Officer.

312. When referring to, or addressing a Superior Officer whether on, or off duty, the appropriate title of the officer addressed or referred to shall be used; and no omission, alteration, or abbreviation will be permitted. Superior Officers, in addressing members without official rank, shall use the prefix "Patrolman" or "Officer."

313. Members lining parade routes or at fires or on other occasions when a large number of policemen are assembled for a specific purpose, will not salute Superior Officers unless they address or are addressed by such Superior Officer. When in ranks or formation members will not salute unless directed to do so by the member in immediate command.

SALUTES

314. Salutes shall be used by members in uniform and shall be made with the

hand, or with the baton (Nightstick), and in the following manner

HAND SALUTE:

Raise the right hand smartly until the tip of the forefinger touches the lower part of the headdress or forehead above the right eye. Thumb and fingers extended and joined, palm to the left, forearm inclined at about 45 degrees, hand and wrist straight at the same time looking toward the person saluted. When the salute is acknowledged drop the arm smartly to the side.

BATON (NIGHTSTICK) SALUTE

Grasp the handle of the baton firmly in the right hand, thumb extended along baton, raise baton so that the hand will be at height of chin, back of hand to the front, baton at an angle of about 50 degrees.

315. Whenever the Director of Public Safety, the Police Commissioner, any member of the Board of Commissioners of the City of Newark, any member of the Board of Public Safety, Chaplain of the Department, a dignitary of Church, or State, or Superior Officer above the rank of Lieutenant shall enter any room in which there are members of the Department (except in a trial room or court room, or when engaged in the performance of police duties which make it impracticable), the first member to become aware of the presence of such person shall promptly call "ATTENTION" and all such members present shall promptly assume the position of Attention, and so remain until such person leaves the room, or until otherwise ordered or directed by such person.

SALUTE TO THE NATIONAL ANTHEM

316 Salutes to the National Anthem shall be tendered by members as follows

NOT IN FORMATION

In uniform, covered or uncovered, without baton. *With the hand salute*

In uniform, with baton. *With the baton salute*

In civilian clothes, covered. *Uncover with the right hand and hold the headress opposite the left shoulder. In inclement weather the headress may be slightly raised from the head.*

In civilian clothes, uncovered. *Stand at attention, do not salute*

IN FORMATION

Without batons. *The command shall be brought to "Attention" and the Commanding Officers and such other officers and patrolmen as are not in ranks shall give the hand salute*

With batons. *The command shall be brought to "Baton Salute" and the Commanding Officer shall himself give the "Baton Salute"*

317 Members saluting the "National Anthem" shall, except when in ranks, face the music, the salute shall be rendered at the first note of the Anthem and continued until the last note has been played

SALUTE TO NATIONAL COLORS

318 Unless performing police duty requiring immediate attention, members

shall salute the unceasing National Colors as it passes on all public occasions, ceremonies or parades, or when it is carried into any building, room or other place where they are present. Including funerals where the casket or caisson is draped with the Flag of the United States, as follows

NOT IN FORMATION

In uniform, covered or uncovered, without baton. *With the hand salute*

In uniform, with baton. *With the baton salute*

In civilian clothes, covered. *By uncovering with the right hand and holding the headress opposite the left shoulder*

Without batons. *The command shall be brought to "Attention" and the Commanding Officer and such other officers and patrolmen as are not in ranks shall give the hand salute*

With batons. *The command shall be brought to "Baton Salute" and the Commanding Officer shall himself give the baton salute. Following which he shall give the command "Carry Batons"*

In motion. *The command shall execute "Eyes Right" (or left) upon command, and the Commanding Officer and other officers and patrolmen not in ranks shall do likewise, and, shall salute with the baton if batons are carried and with the hand, if batons are not carried. Following which the Commanding Officer shall give the command, "Forward"*

319 A command "AT EASE" at a halt, shall be brought to "Attention" upon the approach of the National Colors from or in a direction paralleling its rear. In such cases no salute shall be rendered.

320. A command "AT EASE" at a halt, shall be brought to "Attention" upon the approach of the National Colors from or in a direction paralleling its front; and when at a distance of six paces prescribed salutes shall be rendered.

321. When passing a reviewing officer the Department Colors are dipped six paces before reaching the officer and raised to "Carry" when six paces beyond.

322. Whenever the salute rendered by the uniformed ranks with the National and Department Colors present, the Department Color Bearer renders a salute by dropping the staff forward the length of the arm (staff about 45 degrees) without removing it from the carrier.

323. At the command "Cover", "Carry Bators", "Front", or when the hand of the Commander is lowered from the hand salute, the Department Colors are again raised to the position of "Carry".

PROPERTY

324. Members finding lost or abandoned perishable property, where the ownership of such property is not known, shall cause same to be removed to the Precinct Station and the Commanding Officer of such Precinct shall order its distribution to hospitals or other institutions having use for same.

325. All cumbersome property received, such as old metals, ropes, junk, etc., may be receipted for at the Precinct or Division where same is recovered.

326. When a member receives a subpoena for a court, providing the Property Custodian has not been subpoenaed, it shall be his duty to see that all evidence that he may have in the case such as tools, weapons, books, documents, clothing, jewelry implements, or stolen property, that has been placed in the property room is produced in court and given to the County Prosecutor.

327. When a member searches a prisoner at the Desk, he shall count all money taken from the prisoner before handing it to the Desk Officer. The Desk Officer will also count the money and publicly announce the amount and also state what other property has been taken from the prisoner. In such case, unless the money or property so taken is to be used as evidence, the Desk Officer will inform the prisoner he may leave his money or valuables for safekeeping.

328. Desk Officers shall be held strictly responsible for monies received, property taken from prisoners either as evidence of crime, or for safekeeping; and for all other monies, valuables or other property entrusted to them by virtue of their official position. They shall cause property to be removed from the possession of a prisoner in the following cases: 1. Property unlawfully carried, or which is required as evidence, 2. Property lawfully carried but which is dangerous to life, or would facilitate escape, 3. Property which can be used to damage or defeat Department property, 4. Personal property, except clothing, if prisoner is intoxicated or unconscious. Desk Officers shall without unnecessary delay furnish the prisoner with an itemized receipt therefor. They shall en-

close prisoner's money or other valuables in a property envelope and properly mark the same. When necessary to transfer property to another Desk Officer, the receiving officer shall sign the tag or container as to the accuracy of the list of property.

329 All monies and valuables taken from a prisoner by Desk Officer shall be recorded in the "Property Taken from Prisoner" book.

330 Desk Officers shall, before convening of court, cause all prisoners who are in proper physical and mental condition for arraignment to be brought before the Desk and return all personal property (except such property as is dangerous to life or would facilitate escape) causing each prisoner to sign a receipt in "Property Taken from Prisoners" book or property envelope and furnish to said prisoner an itemized list of property so returned. Property envelopes shall be retained by the Desk Officer after he has delivered the property to its owner.

331 All property which is unlawfully carried, or which is required as evidence, shall be forwarded to the Court at the same time as the prisoner. After a Court examination, any property still required as evidence shall be delivered to the Property Custodian through official channels.

332 All property which is lawfully carried, but is dangerous to life or would facilitate escape, shall be conveyed to Court by the arresting officer, or officer in charge of the prisoner, or prisoner. It shall be delivered to the prisoner if discharged, or to the Property Custodian through official channels if the prisoner

is held. In either case receipt will be taken and filed at the Precinct Station in receipt book. All money and valuables delivered into the custody of a member of the Department to be conveyed to Court or elsewhere, shall be signed for by such member in the receipt book, and such member shall obtain a receipt from the person into whose custody such property is delivered which will be filed at the Precinct Station in receipt book.

333 A member receiving property which has been found and delivered to him shall give the finder a receipt, with his name, number and command, and a description of the property. He shall obtain the finder's name and address and the location and circumstances under which the property was found.

334 All property recovered in pawnshops or other places by any member must be forwarded to the Property Custodian as soon as possible. Such property will be signed for by the Property Custodian, who will make an entry in his property book of the articles received and a description of same. The owners, if known, shall be notified and if the property is properly identified and it is not necessary to retain the same as evidence, it will be turned over to the owner, and such owner's receipt taken therefor.

335 Members whenever they find an abandoned vehicle, or any domestic animal, or pet animal of apparent value, will immediately communicate with the officer in charge of the Desk at the Precinct for instructions as to the disposition of the same. Where the owner of any such animal or vehicle is unknown, such animal or vehicle shall be impounded.

336. All articles or property taken from a prisoner or otherwise obtained on suspicion of being the proceeds of crime, or which may be required as evidence in a case, shall be immediately marked by the member securing or obtaining such property, in such manner as will enable him to identify it afterwards, and the inventory of such property shall contain a description of such marks of identification.

337. When fowl, animals, or perishable property comes into the possession of members, respective Commanding Officers may return the same immediately to the lawful owner, in which case they shall promptly deliver to the Property Custodian a receipted inventory. In the event such property is evidence in a case, a photograph of the same shall be taken before a firm deposition is made. Such property shall, while in possession of the Department, remain in the Precinct Station or Bureau, to which it was conveyed, unless otherwise ordered.

338. All motor vehicles abandoned in any street or public place shall be reported by Patrolmen or other member finding the same, to the officer in charge of the Desk of the Precinct in which such motor vehicles are abandoned, giving the makes, descriptions, motor numbers and license numbers thereof, and such Desk Officer will immediately notify the Detective and Radio Divisions. However, members of the Detective Division when finding such abandoned motor vehicles shall report same in like manner directly to the Commanding Officer in charge of the Detective Division. All such motor vehicles, unless they are claimed by rightful owner within a reasonable time, and

after all articles contained therein have been properly inventoried, shall be removed to the garage designated for the storage of such cars. The same procedure shall apply when motor vehicles reported as stolen are recovered by any member.

339. Whenever a motor vehicle is in the immediate possession of a person arrested and held on any charge not involving such motor vehicle as evidence, the officer in charge of the Desk at such Precinct Station or Bureau in which such person is held shall use all reasonable care for its safety, inventorying contents thereof removing the ignition key, and, if same is of the closed body type securely locking all doors. If such motor vehicle is not called for by a properly authorized person, within a reasonable time, such motor vehicle shall be removed to the garage designated for the storage of such cars.

340. Whenever the ownership of any property, including money in the possession of the Department is disputed by two or more claimants, or in the event a defendant in court is charged with the acquiring of property unlawfully, which is claimed by another and such defendant is not convicted and also claims the property, unless otherwise ordered by the Court, such property shall not be delivered to any of the claimants unless by mutual consent of both claimants in writing. Any member delivering such property from the custody of the Department, contrary to the provisions of this section, shall be responsible for any damage which may result from his act, besides suffering any penalty imposed for the violation of this rule.

341. All lost property coming into the possession of a member must be delivered to the Property Custodian through proper channels so that it may be advertised for the benefit of the owners. Any member who may receive information as to the whereabouts of any property that may have been lost or stolen should report such information to his Commanding Officer or other Superior Officer as soon as possible.

342. If, through oversight or other causes, personal property of prisoners is not delivered to them upon release, on bail or otherwise, or transfer to Court or Institution, said property shall be forwarded to the Property Custodian within twenty-four hours together with a report detailing the facts of the case.

PROPERTY CLERK

343. The Property Clerk shall be a member of the Department specially assigned to such duties by the Director of Public Safety. He shall be under the immediate supervision of the Chief Clerk and shall have such regular hours of duty as may be prescribed by the Chief Clerk, subject to the approval of the Director of Public Safety.

344. He shall tag and enter in the property register all lost, stolen, abandoned and unclaimed property, property required as evidence, and prisoners' property coming into his possession, recording the date and time same was received by him, the name of the person from whom such property was received or taken, the date and time same was obtained or recovered, its description in specific detail, including names of arti-

cles, quality and value, name and residence of owner or claimant if known, place where found, the circumstances connected therewith, and the name of the member delivering the same. Also keep other records or books as may be prescribed by the Chief Clerk.

345. He shall have charge of all stationery and office supplies belonging to or purchased for the Department, and such other Department Property as may be designated by the Chief Clerk, and will keep a true and correct account thereof in books provided for that purpose. He shall not deliver any of said property to anyone except on a requisition in writing on a prescribed form, signed by a Precinct Commander or head of a Division, or other competent authority and approved by the Chief Clerk.

346. He shall not deliver any lost, stolen, abandoned, or unclaimed property, property held as evidence, or prisoners' property, in his official possession to any member of the Department, or other person, unless he recovers from such member or other person a written order signed by a Commanding Officer of the Department. He shall give a receipt to all persons delivering any property whatsoever into his possession and shall exact a receipt from all persons to whom he delivers any property.

347. In the event any lost, stolen, abandoned or unclaimed property, property held as evidence or prisoners' property, shall temporarily be released by the Property Clerk to any member for use in court or for any other purpose and is not returned to the Property Clerk within forty-eight hours, or in the event such property has remained in the keeping of

the court and is not promptly returned, or a receipted inventory is not received therefor after the disposition of the case in which such property is involved, the Property Clerk shall promptly inform the Chief Clerk in writing of such fact.

348 Before the first of February of each year, he shall submit an inventory report to the Chief Clerk of all property in his possession, together with a statement as to the status of any portion thereof affected by the provisions of the law concerning the disposition of unclaimed property.

349 All unclaimed personal property, not including money or property, which may be required by the Department as evidence, in possession of the Property Clerk, which shall have remained unclaimed for a period of six months or more, and after reasonable effort has been made by the Property Clerk to locate the owner thereof, shall be sold at public auction as provided by law.

350 All unclaimed money in possession of the Property Clerk, after being held by him for six months and after every reasonable effort has been made by the Property Clerk to locate the owner thereof, shall be delivered to the Chief Clerk.

351 Except upon a court order, or as otherwise provided, he shall not deliver to any claimant, stolen or wrongfully taken property, or property which may be required in any criminal or civil proceedings, until all prosecutions or proceedings involving such property shall have been finally disposed of, including appeals and during the time when appeals may be lawfully taken.

352 In the event of any explosives or inflammables coming into the possession of the Property Clerk, he will cause same to be immediately delivered to the Department Chemical-Technical Laboratory.

353 When property taken from an unidentified person is received by him and the identity of such person is later established, he shall make the necessary addition to his records, and promptly report the facts to the Chief Clerk.

PISTOL AND RIFLE RANGE

354 There shall be a rifle and pistol range for the use of members of the Department and the same shall be open at such hours as prescribed by the Chief of Police. Members of the Department assigned to duty at the range shall be under the direct supervision of the Commanding Officer of the Academy.

355 Members of the Department required to engage in target practice while attending sessions of the Academy and those members who use the range from time to time shall be guided by instructions and advice of the officer in charge of the range as to the handling, care and use of the firearms.

356 The officer in charge of the range shall keep such records as to the scores and ammunition used as may be required by the Commanding Officer of the Academy.

357 Members assigned to duty at the range shall be responsible for the cleanliness and good order of the range, range house and all equipment pertaining thereto.

SICKNESS AND SICK LEAVE

358. Members of the Department unable to report for duty when so required because of sickness or injury shall report the facts to their Commanding Officer or Lieutenant in person, if possible; and, if unable to report in person or by telephone they shall send a written report by a member of their family, or other responsible person, with all available details concerning their ailment. Such report shall not be made by telephone by any other person unless it be impossible for members to report as required above.

359. Members taken sick or injured on patrol, investigative or traffic duty, shall report the fact to their command by signal box or telephone and remain on duty until relieved, unless excused by their Superior Officer upon such report being made. If unable to report to their Commanding Officer or to remain on duty until relieved, or until visited by a Superior Officer they shall notify an adjoining or fellow member whose duty it shall become to notify the Command, and the first Superior Officer who shall visit him. Should members injured or taken sick on duty be unable to comply with the foregoing provisions, they shall proceed to their residence and obey the provisions of the preceding Rule, but in case their command is nearer than their place of residence, they shall report in person at the Command before proceeding to their place of residence.

360. Members taken sick or injured on duty, other than patrol, investigative, or traffic shall make known the fact to their Commanding Officer or the Super-

ior Officer in charge at Police Headquarters, and continue on duty until relieved, unless excused upon such report being made. Where the nature of their duties is such that relief is necessary, they shall use all possible means to secure proper relief they shall, if possible, so notify a responsible member of the Department, whose duty it shall become to secure such relief without delay.

361. Members absent because of sickness or injury shall not leave their residence without permission of a Department Surgeon who shall determine whether or not such members shall wear a uniform and the hours which they may be outdoors. Members shall report to the Surgeons as required.

362. Members confined because of sickness or injury must be accessible to the Department Surgeons at all times and the Surgeons must be correctly informed as to their condition. The orders of the Department Surgeons shall take precedence over those of any private physician. Members failing to report for duty when so ordered by the Department Surgeons shall be carried 'absent without leave' and charged accordingly.

363. Members who have been on leave because of sickness or injury will report to their Commanding Officer immediately upon becoming able to resume their duties, or upon being ordered on duty by a Department Surgeon, whether or not it is their day off. This provision shall not be construed as requiring that such members perform duty on their day off, except in an emergency.

364. Members failing to properly report their sickness or injuries, who are not at home when visited by a Depart-

ment Surgeon (unless previously given permission to leave their residence), who feign sickness or injury, or in any way deceive a Department Surgeon as to their real condition, whose sickness or injury is the result of improper conduct, intemperance or immoral or vicious habits or practices, or who in any way violate the provisions of these Rules and Regulations, shall be subject to loss of full pay during absence and charges being preferred against them.

365 Members who may be granted permission to leave the City because of sickness or injury, and who are, therefore, beyond jurisdiction of the Department Surgeons, shall submit written report of the progress of their case to the Chief Surgeon weekly, or have their attending physician do so. No permission will be granted except under this condition, and upon written application and no such permission may be granted except by the Director of Public Safety. Members violating this Rule shall be subject to loss of full pay during absence and to having charges preferred against them, and the permission granted them to leave the City shall be revoked.

366 Members having a contagious disease in their home shall immediately report the fact to their Command and report to the Chief Surgeon in person. In such cases the Chief Surgeon shall have jurisdiction and must be obeyed accordingly.

367 Members, except in cases of extreme emergency, shall not submit to an operation until they first consult the Chief Surgeon or one of his assistants.

368 Members shall be particular in reporting sickness or injury promptly to

their Command and the member receiving such report shall at once notify the Surgeons Department so that examination and record can be made in each case. This should apply to all cases whether causing absence from duty or not. The action on many applications for pension has been based on such reports and records, and but little consideration can be given where reports have not been promptly and properly submitted and the Department Surgeons have had no opportunity for examination and consideration of the case.

369 Whenever a member of the Department is injured while on duty, or performing police duty he shall make, or cause to be made a report of his injuries, in writing, in triplicate, with pertinent facts to his Commanding Officer.

370 All injuries sustained while on duty or in line of duty must be reported WITHIN TWENTY-FOUR HOURS of the occurrence. Members will if possible report all injuries before reporting off duty. When reporting injuries either before or after reporting off duty, names of witnesses, corroborating facts, etc., should be included in the report.

371 If medical attention is required the Commanding Officer shall issue in (duplicate) a medical attention card (Form S.P. 508) authorizing the injured member to receive medical attention for his injuries from a physician of his own selection. The original copy of Form S.P. 508 shall be turned over to the physician treating the member and the duplicate together with the report in the case shall be forwarded to the Chief of Police who will refer same to the Com-

pensation Claim Reviewing Board for their consideration. No medical attention cards are to be issued until the Commanding Officer has carefully investigated and satisfied himself of the propriety of the request.

372. When a member reports an injury which does not necessitate his going off duty, a sick and injured report card (Form S.P. 201) shall be sent to the Police Surgeon, giving briefly the details of the cause of the injury and the member shall be instructed to report for examination at the Surgeon's Office in Police Headquarters at 10 A. M. on the next business day following the accident.

373. The usual casualty card and record shall be executed in all cases where members of the Department are injured on duty or performing police duty.

SUSPENSION

374. Whenever it is deemed necessary in cases of wilful violation of any of the Rules and Regulations of the Department, or violation of any criminal law, and for the preservation of good order and discipline, the Chief of Police or Acting Chief of Police may suspend from duty pending formal charges, any subordinate member of the Department.

375. In every case of suspension the Chief of Police shall, as soon as practicable, notify the Police Commissioner in writing, stating the name of accused, the particular Rule violated, and the specific charges against the accused member, together with the names and addresses of all witnesses.

376. Any member under suspension will immediately surrender his shield and all other Department property in his possession to his Commanding Officer, and such property will be kept in the possession of such Commanding Officer of the suspended member pending investigation of the case.

377. A member under suspension is relieved of the duty of reporting at any Station unless so directed by the Chief of Police. He shall be responsible for any further violations of Department Rules while under suspension, and shall hold himself in readiness at his home to receive any official orders.

378. No member under suspension shall wear his uniform, except when directed to do so when answering a summons for a Department hearing.

379. A member under suspension will not be restored to duty pending investigation or hearing of the charges for which he or she was suspended, except by order of the Director of Public Safety.

SUMMONSES (TRAFFIC VIOLATIONS)

380. Summonses shall be issued by members of the Department in all cases where the law is violated pertaining to the Motor Vehicle Act, the Traffic Act and City Ordinances relating to illegal parking and other violations.

381. Summons books and tags will be issued at the Tabulation Bureau to Commanding Officers of Precincts and Divisions for distribution to the members of their commands. Immediately upon receipt of a summons book or tag, the member obtaining same shall examine

them to ascertain whether or not any tags or summons blanks are missing or are mutilated and that same run in numerical order. Should any irregularity in this regard be found, the summons book or tags shall be immediately returned to such member's Commanding Officer and his attention called to such irregularity.

382. Members shall sign a receipt on form provided for all summons books and tags obtained and forward same to their Commanding Officer. All such receipts shall be forwarded by respective Commanding Officer through official channels to the Automobile Summons Tabulation Bureau.

383. Commanding Officers shall keep a daily and weekly record of all summons and tags issued by their respective commands and forward same, on form provided, through official channels to the Chief of Police.

384. Members shall account for all summons and tags issued by them on forms provided for that purpose. They shall be issued in numerical order and the name and address of the violator printed with ink or indelible pencil. NO ERASURES SHALL BE PERMITTED. If at any time such summons or tags are damaged, or lost, members shall report the fact promptly to their Commanding Officer, who shall take such action as the circumstances warrant.

385. Members shall report the service of all summons and tags on proper form and deliver such report to their Commanding Officer at the termination of their tour of duty, together with the stubs of all such summons and tags issued. All such reports and stubs shall

be carefully checked by Commanding Officer as to their correctness before forwarding same to the Automobile Summons Tabulation Bureau.

386. Members before making application for a new summons book shall deliver the used book containing duplicate stubs to their Commanding Officer. If any cases are still pending, they shall report that fact in writing to such Commanding Officer. It shall be the duty of such Commanding Officer to examine the summons book so presented to ascertain whether the summons have been issued in proper numerical order and that all have been properly attested to as being disposed of.

387. All summonses issued for violation of the speed limit shall specify the speed at which the violator is alleged to have driven, also the speed which the law declares shall be prima-facie lawful at the time and place of such alleged violation.

388. Summonses and tags issued by the members of the Department assigned to different commands and divisions will be made returnable, on the day and date designated by the Traffic Court, through the Chief of Police.

389. When it is necessary for a Superior Officer to appear in Night Police Court (Drunk Driving Cases, etc.) all members of the Department appearing in such cases shall report to him and remain in Court until excused by such Superior Officer.

390. When, for any reason, a member of the Department cannot be present in court on traffic cases at the specific time, such members shall notify the Superior Officer on duty in the Division or Com-

mand to which he is assigned, stating his reasons therefor, who in turn shall notify the Clerk of the Traffic Court. It shall be the duty of such member to submit a written report as soon as possible thereafter to his Commanding Officer covering all the facts in the case.

TESTIMONY OR CONDUCT IN COURT

391. Members of the Department concerned in cases before the Courts are to be punctual in attendance, and shall observe the utmost attention and respect toward the Court at all times. When giving testimony they shall speak calmly and explicitly in a clear, distinct and audible tone so as to be easily heard by the Court and Jury. They shall testify with the strictest accuracy, confining themselves to the case before the Court, and neither suppress, nor overstate the slightest circumstances with a view of favoring, or discrediting any person. When cross examined they shall answer with the same readiness and civility, as when testifying in support of the charge, remembering that the ends of justice will best be served by showing a desire simply to tell the whole truth, whether it be in favor, or against the defendant.

392. Members of the Department, when making any official statement, or deposition, shall state clearly and truthfully all they know respecting the matter inquired of, without fear or favor and with no desire to influence the result.

393. Members shall make accurate observations of all matters relating to duty, that they may be able if required, to state all the circumstances. Notes

shall be made by them at the time, of the particulars of a case, in order to refresh their memory if called upon to give testimony.

394. Members shall promptly and properly mark for future identification, and secure against tampering, all articles of value as evidence that are obtained with a case.

395. Members of the Department will not sign complaints in cases involving accidents, except where death results, or when the injured person is confined to his home or in a hospital.

396. When expert analysis of any object, weapon, chemical compound, liquid, or other substance of possible value as evidence is required, same shall be promptly forwarded by the Commanding Officer of the District or Bureau concerned to the Technical Laboratories, properly marked for identification, and the analyst making report in such cases will be directed to appear in court for the purpose of testifying as to his finding.

TRANSFERS

397. Applications for special assignment or transfer shall be made in writing to the applicants' Commanding Officer and shall be promptly forwarded by such Commanding Officer, through regular channels, to the office of the Chief of Police.

RESIGNATIONS

398. All resignations from the Department must be in writing and bear the signature of the resignant, except as pro-

vided in these Rules and Regulations. No member of the Department shall withdraw or resign from the service unless he or she shall have given the Chief of Police not less than five days' notice in writing of such intention or has obtained special permission from the Director of Public Safety to do otherwise.

399 No member shall withdraw or resign except by permission of the Director of Public Safety.

400 Members shall not be allowed to withdraw or resign from the Department while charges are pending against them, except by permission of the Director of Public Safety.

401 Members absent for five successive days, where such absence is unexplained, will be dropped from the rolls of the Department; their absence held to be a resignation and accepted as such, unless otherwise ordered by the Director of Public Safety.

402 Any Superior Officer of the Department may accept the written resignation of any member pending acceptance by the Director of Public Safety, and the same shall be immediately forwarded to the Commanding Officer of the Precinct, Division or Unit of the resignant, who will, as soon and practicable, forward such written resignation to the Chief of Police.

UNIFORMS AND EQUIPMENT

403 Members shall wear such uniforms and insignia of rank and be provided with such equipment as the Chief of Police may from time to time prescribe.

404 Members shall provide at their own expense and maintain in a clean and serviceable condition, such articles of uniform garments as are prescribed for their rank and for the duty to which they are assigned. No uniform will be worn until it has been inspected by a Superior Officer designated by the Chief of Police, nor approved, unless the material and workmanship conform to the specifications prescribed by the Director of Public Safety.

405 Members shall be equipped at the expense of the Department with shield, cap device, signal box key, locker key, revolver, ammunition, summons book and "Manual of Rules and Regulations and Manual of Procedure." These articles shall remain the property of the Department and members carelessly losing any article or articles thereof, or failing to immediately report such loss, shall be charged with neglect of duty. In addition to being required to pay the current price of same, and such articles as are furnished by the Department shall be immediately surrendered to members' Commanding Officer upon suspension or separation from the service. Superior Officers shall be held responsible for the strict enforcement of this Rule.

406 Members shall wear, and not carry, the uniform cap.

407 Members when in uniform shall wear black shoes.

408 Members assigned to patrol duty shall keep a suit of civilian clothing and hat, or cap, at the Precinct Station.

409 Members shall keep their uniforms clean, well-brushed and pressed; badges and buttons clean and bright and their shoes well polished. Trousers shall

be supported by suspenders or belt, coats securely buttoned and caps worn straight on the head. Uniform cap, blouse or overcoat shall not be worn in public with any mixture of civilian clothing either on or off duty. Special care must be taken to dress in conformity with these specifications.

410. Members when in uniform, shall wear the regulation shield on the outside of the outermost garment over the left breast and always in sight. When not in uniform they shall wear the regulation shield of office on the inside of the left breast of coat in such manner as to permit ready display. Policewomen shall wear their shield of office on the inside of left breast of coat when such garment is worn, otherwise, they will carry their shield in their handbag or purse.

411. Members will not be permitted to wear on any outer part of their police uniform any badge, button or insignia, except as prescribed in these Rules and Regulations, without the approval of the Director of Public Safety through the Chief of Police.

412. Members shall provide themselves with regulation traffic and police whistles, flashlight, nippers, bully, dependable watch, note book and pencil, also, white gloves, gauntlets, leather or buckskin to be worn by the various units at such occasions and seasons designated by the Chief of Police. Sergeants and Patrolmen shall, in addition, provide themselves with a nightstick of a sound locust wood at least twenty-two inches long and one and three-eighths inches thick, suitable rubber garments and a street directory.

413. The regulation revolver will be carried on duty in the following man-

ner. For all members in uniform, in holster attached to belt beneath blouse or overcoat when such are worn; for detectives and other members not in uniform in hip pocket or in holster attached to belt underneath coats. They shall keep such revolver clean and oiled and shall carry it at all times fully loaded with dependable ammunition and shall also carry at least six extra cartridges.

414. A member who neglects to replace any portion of his uniform that has been condemned, within a reasonable time after such condemnation, will be suspended from duty with loss of pay, and subject to trial on charges of neglect of duty.

415. A Lieutenant, Sergeant or Patrolman on day duty, unless otherwise directed, will carry the billy concealed in a pocket of their uniform, in the rear hip pocket of the trousers when summer uniform is worn, and in the overcoat pocket when such garment is worn, but always in such manner that the billy is readily available in any emergency. In the performance of duty at any time when the necessary use of a billy may be anticipated, it shall be carried in the hand. A Sergeant or Patrolman on night patrol will carry the night stick in the hand at all times. Motorcycle patrol Sergeants and Patrolmen as well as Patrolmen on traffic post will carry their billys in the rear hip pocket of their trousers.

416. Members of the uniformed rank when attending meetings of the Board of Public Safety, trials conducted by the Director of Public Safety or when summoned to the office of the Director of Public Safety, Deputy Director of Public

Safety, Police Commissioner or Chief of Police, shall wear the full regulation uniform unless otherwise directed by the aforementioned. Members of the Detective Bureau and Patrolmen may appear in civilian dress unless otherwise ordered.

417 Members in civilian dress appearing in Police, Traffic, Family or Juvenile Courts on police cases, shall wear their shield conspicuously on the left breast of their outermost garment.

418 Members shall purchase uniform cloth, caps, gloves, whistles, summer uniform shirts, neckties and insignia as specified by the Director of Public Safety.

419 Members in uniform shall wear on the left lapel of their uniform blouse or overcoat, when such are worn a brass number designating the Precinct, or brass letter denoting any other branch of the Department to which they are assigned, and, in addition shall wear affixed to each shoulder, the prescribed emblem designating the branch of the Department to which they are assigned.

420 Members off duty (except on vacation, under suspension, sick or injured) shall carry shield, whistle, signal box key billy and regulation revolver.

421 Members under suspension shall not wear the regulation uniform.

422 An article of uniform or equipment previously used by one member of the Department shall not be purchased and used by another member of the Department except with the permission of the Chief of Police.

423 In the procuring of other articles of equipment such as rubber coats, boots, buttons, batons, whistles, white gloves, handcuffs, flashlights, etc., it

shall be optional with members where such articles are purchased, provided that they comply with the requirements of the Department.

424 Members shall at all times have with them a memorandum book in which they will enter such particulars in each case as may be important in a trial, and in which they may be called upon to testify, and also all alarms and other transactions information and matters of importance relative to the discharge of their official duties. They shall preserve their memorandum books for future reference and shall produce them as may be required by orders or as evidence.

BUREAU OF CRIMINAL IDENTIFICATION AND RECORDS THE IDENTIFICATION SECTION

425 The Identification section shall be devoted to the identification of prisoners whose descriptions and fingerprints shall be taken and distributed in accordance with the laws of the State of New Jersey, and to such other fingerprint bureaus as may be designated. The description and fingerprints shall be carefully and accurately taken and the fingerprints correctly classified and filed. It shall be the duty of the Identification Section to carefully compile the criminal records of such prisoners and such criminal records will be properly kept and used only for police purposes. It shall also be the duty of the Identification Section to take fingerprints and descriptions of all unidentified persons and murder victims found within the jurisdiction of the Department and all other

descriptions and fingerprints as may be ordered by the Commanding Officer of the Detective Bureau under the direction of the Chief Identification Officer, and an accurate record shall be kept of each case, such data being properly filed and preserved.

426. Prisoners shall not be fingerprinted or photographed without the sanction of the Commanding Officer of the Detective Division, or the Commanding Officer of the Day and Night Detective Bureau. All such prisoners shall be accompanied by an Arrest Bank, properly filed out by the arresting officer and bearing the sanction of a Commanding Officer of the Detective Division. They shall be brought to the Bureau of Criminal Identification and Records only under the guard of a police officer or police officers. A police matron will be present when female prisoners are being fingerprinted and photographed.

427. Photographs of criminals taken by the Bureau shall be privately kept in a file provided for same, in accordance with the modern operandi system, for the official use of the Department as an aid in the prevention and detection of crime. The Chief Identification Officer shall be personally responsible for their safe-keeping to the best of his ability.

428. No official records, fingerprints or photographs shall be removed or expunged except upon the order from a court of competent jurisdiction.

429. It shall be the duty of the Identification Section to conduct examinations for latent fingerprint impressions at scenes of crimes, at the request of investigation officers. Members conducting such investigations shall be delegated

by the Chief Identification Officer or other member in charge of the Bureau, or the Officer in charge of the Detective Division. Diligent and thorough search shall be made for evidence, comparison made with fingerprints of suspects and identifications effected whenever possible. The Chief Identification Officer or his Assistant shall be consulted whenever such identifications are made, to pass final judgment. A record shall be maintained of all latent fingerprint cases and it is the duty of all Identification Officers or Clerks to make proper record of each case, immediately upon completion of an investigation.

THE PHOTOGRAPH SECTION

430. The Photograph Section shall take, develop and print photographs of prisoners (both gallery and full size), all necessary photographs of scenes of crime, deceased persons, evidence and such other police pictures as may be ordered by the Commanding Officer of the Detective Division or Commanding Officers of the Detective Bureau, under the direction of the Chief Identification Officer. All photographs shall be carefully made, serially numbered, filed and stored and a proper record made of their taking. The materials used by this Section shall be carefully stored and inventoried from time to time and shall not be wasted in any manner. Members assigned to the Photograph Section shall not report off duty until properly relieved.

THE REPORT SECTION

431. The Report Section shall attend to the reception, recording, filing and

statistical compilation of all complaints, casualties, arrests, warrants, etc., and all reports of investigations pertaining thereto, in accordance with methods and systems prescribed by the Chief Identification Officer. The members of this Section shall perform their work carefully and accurately, with the utmost courtesy in their dealings with the public and shall not leave their posts of duty until properly relieved.

432. No reports of investigations shall be accepted from the members of the Detective Bureau, such reports are required to be forwarded to the Bureau of Criminal Identification and Records by the Commanding Officers of the Detective Bureaus. No member of the Bureau of Criminal Identification and Records shall give out any investigator's report after filing in the Bureau, without the permission of the Commanding Officer of the Detective Division, or Officer in Charge, and then only with the knowledge of the Chief Identification Officer or his Assistant, and in such event, proper "out card" shall be executed, signed and filed with such report.

433. No information regarding persons arrested, other than whether or not they have been arrested and if so, by what command or information regarding warrants issued or persons wanted, shall be given to anyone making inquiry, with the exception of duly authorized police officers.

THE CORRESPONDENCE SECTION

434. The Correspondence Section shall attend to all the correspondence of the Bureau of Criminal Identification and

Records and the police communications received and sent by the Detective Division. All communications received shall be stamped with time clock immediately upon receipt. Communications shall be neatly and carefully typed on official stationery and will be accurately filed in special files.

THE LOST AND STOLEN PROPERTY SECTION

435. The Lost and Stolen Property Section shall be charged with the responsibility of keeping the records of all lost or stolen property reported or that may be sold in second hand stores or pawned in pawn shops. This Section shall also record and file all the reports of all purchased or pawned articles, as reported by the second hand stores or pawn shops and shall carefully check the records of lost or stolen property with such reports.

436. This Section shall exercise proper supervision over second hand stores and pawn shops, to see that their reports are made in accordance with laws and ordinances governing such matters, and shall report to the Chief Identification Officer any violation that may occur.

437. A monthly report shall be compiled by the Lost and Stolen Property Section showing the amount of work performed by the Section and the recoveries made.

TELETYPE SECTION

438. The Teletype is established primarily for the speedy dissemination of police information and alarms to other

Departments and for the purpose of supplying maintaining and operating instantaneous electrical communication between Police Headquarters and the Precinct Stations.

439. The Teletype Section shall consist of sending and receiving machines in the Teletype Section of the Bureau of Criminal Identification and Records and receiving instruments installed in the Police Precinct Stations, also a receiving machine installed in the Newark Office of the New Jersey State Police, located in the New Jersey Bell Telephone Building, at 540 Broad Street, also receiving and sending telegraph machines furnished by the Western Union, for the purpose of communicating with all other police agencies not equipped with Teletype service and foreign countries.

440. The machines employed in this system are of very delicate construction and must not be tampered with in any way. Any necessary service or repair work will be taken care of by a representative of the New Jersey Bell Telephone Company or the telegraph company. Under no circumstances shall the paper roll be touched while receiving machines are operating nor shall the power switch be touched at any time.

441. Messages sent over the teletype service will be denominated as follows: 1. Alarms; 2. General Orders; 3. Special Orders; 4. Miscellaneous Messages. An Alarm shall be a message which relates to a sudden condition calling for immediate action. A General Order shall be a message which relates or is brought to the attention of the entire Department. A Special Order shall be a message which relates to a Departmental Division

or part thereof. A Miscellaneous Message shall be a communication of information or advice.

442. All messages will bear a title designating their type, and Alarms, General Orders and Special Orders will be numbered consecutively. Miscellaneous messages will not be numbered and will be filed in chronological order.

443. All messages will be sent and received in triplicate, each copy of a different color, as follows: 1. Original, White; 2. Duplicate, Cherry; 3. Triplicate, Yellow.

444. The Teletype Section shall be a branch of the Bureau of Criminal Identification and Records and the Chief Identification Officer shall be in charge and in his absence the Assistant Chief Identification Officer, Identification Officer or Clerk assigned, shall have control over the management of the Teletype Section. He shall be responsible for the correct reception and transmission of official business over the Teletype and shall see that all alarms, orders and messages are properly transmitted, retyped, preserved and filed and shall invoke the use of the Radio Division or Police Signal System, whenever necessary.

445. Identification Officers or Clerks shall be assigned to the Teletype Section by the Chief Identification Officer as Teletype Operators. Such Teletype Operators shall perform their duties efficiently and remain in the Teletype Room to immediately observe any message or alarm received and shall not leave their post unless the distribution of alarms or messages or other related duties makes it necessary to do so. Tele-

type Operators must be properly relieved before reporting off duty.

448. In the event it is found necessary, the Chief Identification Officer should consult with his Superiors relative to matters affecting the operation of the Teletype Service, particularly with regard to the sending of alarms. If however, in such emergency, no Superior Officer is available, the Chief Identification Officer may use his own discretion in such matters, keeping in mind the fact that where a doubt may exist relative to the sending of alarms, he should invariably broadcast the information over the teletype and invoke the use of the Radio Division, or the Police Signal System.

447. The Chief Identification Officer shall be responsible for the proper care and maintenance of the teletype equipment installed in the Teletype Section.

446. The Chief Identification Officer shall make or cause to be made a blotter record of the time and date any teletype equipment in the Department goes out of service, and the time and date service restored. He shall also see that any receiving station which has been out of service is promptly supplied with copies of all messages broadcast during the period such equipment has not been in communication.

449. The Chief Identification Officer shall cause to be transmitted a test message to all receiving stations at 8:00 A. M., 4:00 P. M., and 12:00 Midnight each day, for the purpose of determining that all equipment is operating in a satisfactory manner. Failure to receive these test messages shall be immediate-

ly reported to the Chief Identification Officer.

450. The Chief Identification Officer shall cause a record of such test messages to be made in a book provided for such purpose.

451. Upon notification of the apprehension of a person or persons wanted, or recovery of property in a case regarding which an alarm has been broadcast, it is the duty of the Chief Identification Officer to cause to be transmitted to all receiving stations a proper cancellation of such alarm, such cancellation to bear original alarm number.

452. Copies of alarms and messages will be delivered to the Commanding Officers of the Day and Night Detective Bureaus, or Officers in charge of Special Squads at Police Headquarters, according to the branch affected or concerned with the information said alarms or messages contain and such Commanding Officers shall promptly take whatever police action necessary upon receipt of such information.

453. It shall be the duty of all Superior Officers and members of the Day and Night Detective Bureaus and Special Squads at Police Headquarters to promptly and accurately convey, either in person or by telephone to the Chief Identification Officer, any information pertaining to a crime or emergency, or other information proper to broadcast to receiving stations and members of the Department.

454. In order that alarms may be cancelled properly, it shall be the duty of the Commanding Officers of the Day and Night Detective Bureaus and members thereof and Officers in charge and members of Special Squads at Police Head-

quarters, where the apprehension of persons is effected, or the property recovered, etc., to notify the Chief Identification Officer, giving complete information in the case, so that the cancellation may then be sent out.

455. The Commanding Officer of each Precinct, or in his absence the Officer in charge, shall be responsible for the proper distribution and preservation of all alarms, orders and messages received and for the proper care and upkeep of the receiving equipment assigned to their commands.

456. In the transmission of reports and information to the Bureau of Criminal Identification and Records for use in the teletype service, extreme care should be used; complete and detailed information originally received and all subsequent information of importance is to be accurately and promptly conveyed.

457. It is essential that emphasis be laid upon the distinctive identifying marks of the persons or property wanted. For illustration: In describing a person give age, height, weight, sex, color of eyes and hair, scars, tattoo marks, peculiarities, clothing, etc. In describing property such as an automobile, give make, model, license number, motor number, serial number, or any other distinguishing marks. Any other property, which has a number, such as watches, radios, typewriters, etc., should be described by giving the number in addition to other description.

458. The Desk Lieutenant or Acting Lieutenants in the Precincts are charged with the duty of reporting this information in a proper manner, as outlined above, and the Captains of the Precincts will be held strictly responsible for the

performance of this duty in accordance with regular Departmental Rules and Regulations.

459. Sample alarms containing explanations denoting the meaning and significance of all terms and symbols used in alarms will be sent to all Precinct Stations at intervals by the Chief Identification Officer.

460. All messages, orders and alarms will be received in triplicate and are to be distributed as follows: The Original or White copy will be kept in binders at the Precinct Station Desk according to their denomination. The Duplicate or Cherry copy will be placed on the bulletin board in the Assembly Room. The Triplicate or Yellow copy will be kept in the office of the Precinct Commander.

461. The Desk Lieutenant or Acting Lieutenants assigned to receive Teletype messages and alarms shall remove the three copies from the receiving instruments simultaneously, making certain to cut them not more than and nearly as possible, to five (5) inches in length. Messages over five (5) inches in length will be continued to a second page.

462. Upon completion of a message, the Desk Lieutenant or Acting Lieutenant will carefully examine it and if any part of the message is not understandable, he shall immediately communicate with the Teletype Section. The message will then be re-broadcast with the clarification or correction inserted.

463. Each Precinct will be supplied with four binders in which the alarms, general orders, special orders and miscellaneous messages will be filed at the Precinct Station Desk. Each type of message will be filed in a separate binder in proper order, the latest message to

be placed on top, face upward. These binders measure six inches by nine inches and are of the post extension type. Each message will be perforated on the right hand side and punch guides will be furnished for this purpose.

464 It shall be duty of the Desk Lieutenant or Acting Lieutenants in the Precincts to cause the information contained in alarms to be transmitted over the Police Signal System to members of the Department on patrol. The Commanding Officer of the Precinct will be held strictly responsible for the performance of this duty in accordance with the regular Departmental Rules and Regulations.

465 If, in the judgment of the Commanding Officer or Desk Lieutenant of the Precinct to whom a case is reported, best results might be obtained by immediate action, the information pertaining to an alarm should be sent over the Police Signal System or other proper action taken in such emergencies, without waiting for the general alarm to be received from the Teletype Section. In all such cases, however, the Teletype Section should first be notified.

466 In order that alarms may be cancelled properly, it shall be the duty of Commanding Officers of the Precincts, Desk Lieutenants or Acting Lieutenants in the Precincts where the apprehension is affected or the property recovered, etc., to notify the Chief Identification Officer, giving complete information in the case, so that the cancellations may then be sent out.

467, At the beginning of each tour of duty, the Desk Lieutenant or Acting Lieutenant shall inspect the Teletype receiving machine to see that it is in

proper working order. The roll of paper in the machine should be watched carefully and should be replaced when necessary.

468 Should any receiving machine fail to function properly at any time, it should be reported to the Chief Identification Officer and Desk Lieutenant reporting such difficulty shall state, as far as possible, the kind of trouble experienced, making an entry in the Desk Blotter of the time and number of last message properly received and the time notification was given to the Chief Identification Officer. The Chief Identification Officer will arrange for the proper repair of the machine. When the machine is restored to service the Desk Lieutenant shall make an entry in the Desk Blotter of the time of restoration of service and number of first message properly received. The Desk Lieutenant shall then notify the Chief Identification Officer that the machine is restored to commission, and shall further inform him of the number of messages that were not received during the period the machine was out of service. The Chief Identification Officer will thereupon cause to be sent to that station duplicates of all the messages that were not received.

469 All alarms and messages will be referred to by Type, Number and Date, for example: "Missing Persons, Alarm No. 100 April 30, 19—.

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